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Annual Report 1982-83

Ministry of Labour
 Ontario

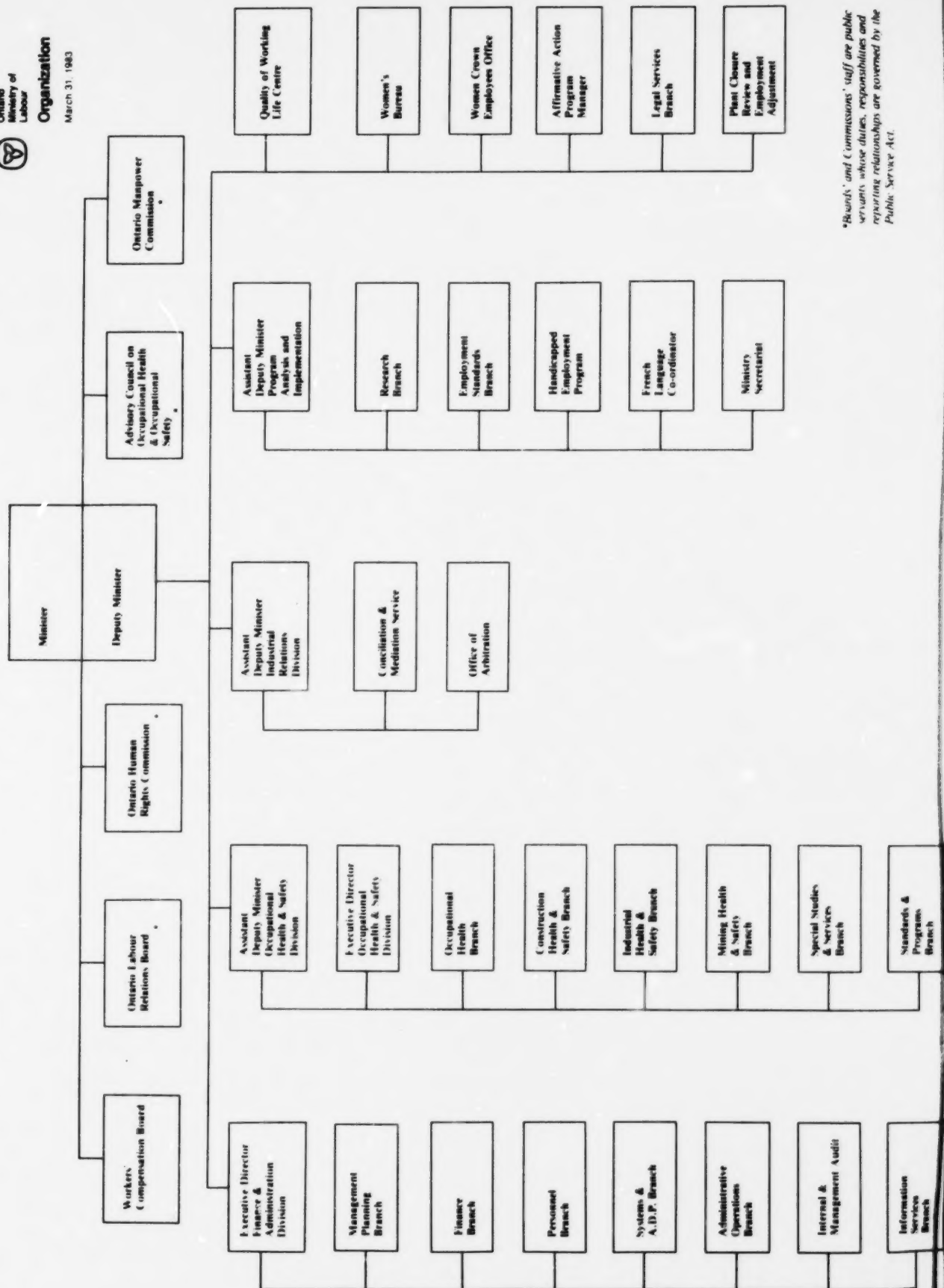
Fiscal year ending
March 31, 1983



Ontario
Ministry of
Labour

Organization

March 31, 1983



*Boards' and Commissions' staff are public servants whose duties, responsibilities and reporting relationships are governed by the Public Service Act.



Office of the
Minister

Ministry of
Labour

400 University Avenue
Toronto Ontario
M7A 1T7

His Honour
The Lieutenant-Governor in Council

May it please Your Honour:

I have the privilege of presenting the 64th Annual Report
of the Ministry of Labour for the fiscal year ending
March 31, 1983.

I respectfully submit the report as attached.

A handwritten signature in dark ink, appearing to read "R. H. Ramsay".

The Honourable Russell H. Ramsay
Minister



Office of the
Deputy Minister

Ministry
of
Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
416/965-4115

**The Honourable Russell H. Ramsay,
Minister of Labour**

Dear Mr. Ramsay:

I am pleased to submit the Ministry of Labour's Annual Report for the year ending March 31, 1983.

I believe that each of the Ministry's programs has made its unique contribution to the protection and improvement of the Province's work force. An important element in all operational areas has been the effort to reduce conflict by assisting labour and management in identifying common interests and working to reconcile differences. This goal, which I know has your active support and which is so important to sustain economic recovery, is enthusiastically promoted by the staff of the Ministry who, once again, have performed their duties with dedication and commitment.

Respectfully submitted,

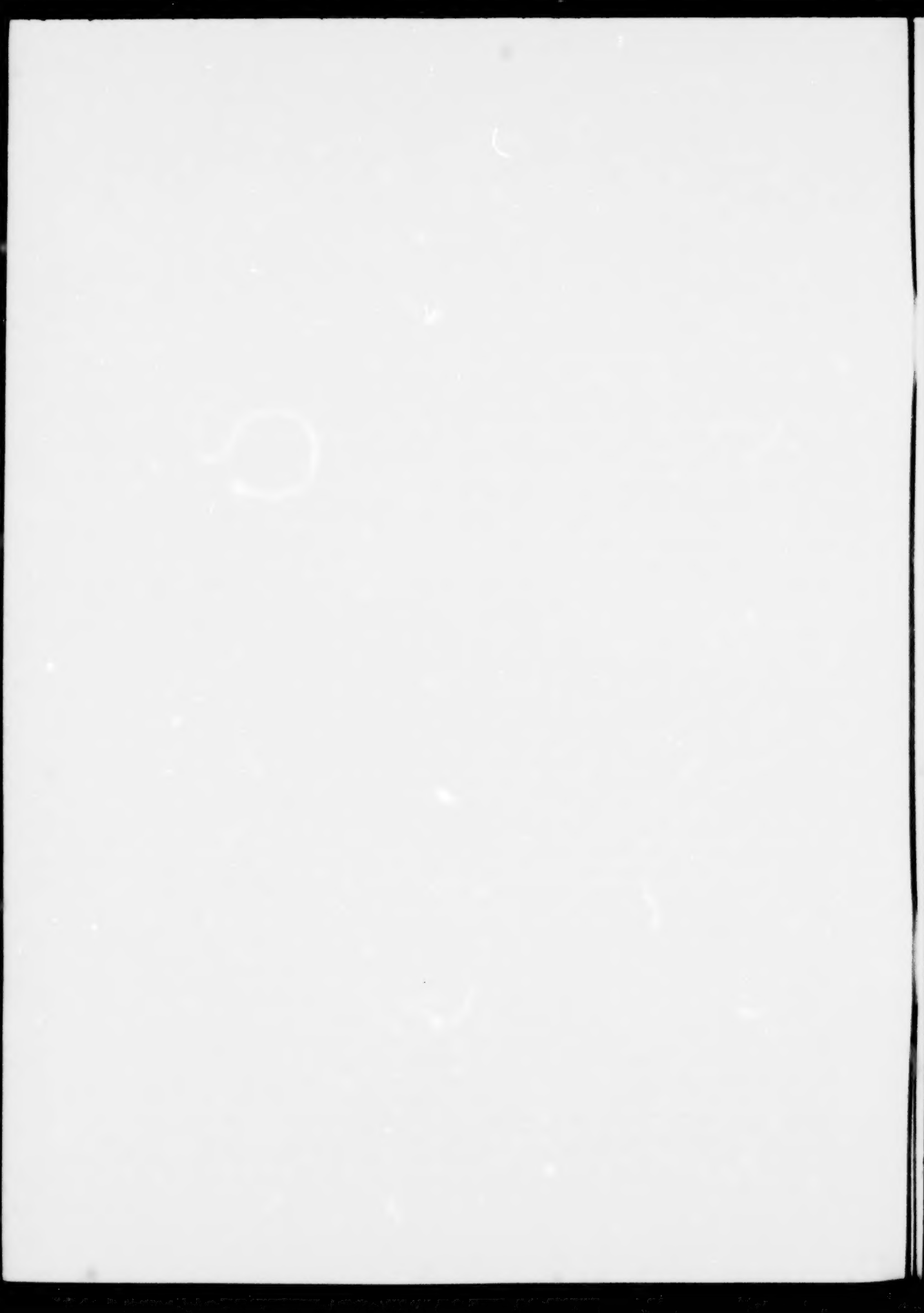
A handwritten signature in dark ink, appearing to be "T. E. Armstrong", with a long, sweeping horizontal stroke extending to the right.

T. E. Armstrong,
Deputy Minister.

/enclosure.

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INDUSTRIAL RELATIONS DIVISION

L.V. Pathe

Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act. In addition, the Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1982/83 the office had a complement of three - an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Advisory Board/Residential Advisory Panel

A new advisory body known as the Construction Industry Advisory Board has been established to advise the minister on issues of common concern to labour and management in the construction industry.

In addition, a Residential Advisory Panel has been formed to deal specifically with the residential sector of the industry. Both the board and the panel are composed of senior representatives of labour and management.

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Chief, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act carries out major programs in two areas - collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public service, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step - mediation - is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing Joint Action Committees.

The Relationship Improvement Program is designed to do exactly that - improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationship would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.
- By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1982 consisted of the director, the chief, Technical Services, nine mediators, 18 conciliation officers, two research staff and 12 clerical and support staff.

1982/83 Activities/Caseload

During 1982/83, a total of 2,702 collective agreements disputes was referred to conciliation officers. These assignments represented an increase of 421, or 18 per cent over the total for last year (Table 1). The officers disposed of 2,739 cases during the year, an 11 per cent increase over last year's dispositions. At year end, 366 cases were still being dealt with by the officers, compared to 403 in 1981/82.

Post-conciliation or mediation assistance was provided in 934 new cases in 1982/83, compared to 752 cases last year (Table 2). The parties reached agreement in 876 of the cases that were disposed of, although 234 of them involved a work stoppage.

Mediators played a preventive role in 79 new cases in 1982/83, compared to 46 in 1981/82 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1982/83				
	1982/83		1981/82	
	Disputes	Employees	Disputes	Employees
Assignments Received by Officers	3,105	467,995	2,870	324,652
Carried from Previous Year	403	79,111	589	58,464
Assigned to Officer During Year	2,702	388,884	2,281	266,188
Assignments Disposed of by Officers	2,739	446,965	2,467	245,541
Settled by Officer				
Construction	58	2,365	28	6,097
Non-construction	624	69,713	823	63,723
No Board				
Construction	535	75,890	201	4,557
Non-construction	1,239	264,730	1,140	147,535
Referred to Conciliation Board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or Withdrawn				
Construction	87	12,207	32	1,717
Non-construction	196	22,060	243	21,912
Assignments Pending at March 31	336	21,030	403	79,111

Table 2

Remedial Mediation Activity, Fiscal Year 1982/83

	1982/83				1981/82							
	Total Disputes	Empis.	No Work Stoppage Involved Disputes	Empis.	Work Stoppage Involved Disputes	Empis.	Total Disputes	Empis.	No Work Stoppage Involved Disputes	Empis.	Work Stoppage Involved Disputes	Empis.
Assignments Received by Officers	1,085	227,090	805	157,386	280	69,704	970	183,407	717	121,068	253	62,339
Carried Over from Previous Years	151	16,063	125	7,625	26	8,438	218	54,685	140	43,491	78	11,194
Assigned to Officers During Year	934	211,027	680	149,761	254	61,266	752	128,722	577	77,577	175	51,145
Assignments Disposed of by Officers	915	216,294	671	148,596	244	67,698	819	167,344	592	113,443	227	53,901
Settled During Mediation	609	162,344	439	116,540	170	45,804	602	101,647	465	73,227	137	28,420
Settled Following Mediation Assistance	267	41,040	203	29,881	64	11,159	174	43,673	105	19,306	69	24,367
Arbitration	11	11,805	10	1,805	1	10,000	6	20,432	6	20,432	-	-
Lapsed	15	897	9	232	6	665	24	1,154	10	165	14	989
Closed by Mediator, No Further Action by Parties	13	208	10	138	3	70	13	438	6	313	7	125
Assignments Pending at March 31	170	10,796	134	8,790	36	2,006	151	16,063	125	7,625	26	8,438

Table 3
Preventive Mediation Activity, Fiscal Year 1982/83

	1982/83		1981/82	
	Situations	Empls.	Situations	Empls.
Assignments Received by Officers	151	37,465	141	31,528
Carried Over from Previous Year	72	16,277	95	20,421
Assigned to Officers During Year	79	21,188	46	11,107
Assignments Disposed of by Officers	108	21,326	69	15,251
Assignments Pending at March 31	43	16,139	72	16,277

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee, which advises the minister on matters pertaining to arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act and boards of inquiry pursuant to the Human Rights Code. The office publishes, and distributes to members of the industrial relations community, a monthly bulletin that summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator, who must commence to hear the

dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to a hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the Assistant Deputy Minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program, which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators. Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. Referees are appointed on behalf of the Director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

Human Rights Inquiries

The Office of Arbitration has also been assigned responsibility for assisting the minister to constitute boards of inquiry under the Human Rights Code and co-ordinating hearing arrangements in accordance with the time limits set out in the Code.

1982/83 Activities

Continuing with its initiative of the two previous years, 1982/83 saw the successful completion of the ministry's third arbitrator training program. Five aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under section 45 of the Labour Relations Act, 1,194 single arbitrators were appointed. As a result of the involvement of settlement officers, 995 disputes were resolved prior to hearing for a settlement rate in excess of 64 per cent. Aside from section 45, the minister was involved in the appointment of 213 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 199 occasions, lists of arbitrators were supplied at the request of parties.

Services of a grievance settlement officer were provided to parties proceeding to arbitration under their collective agreement in 613 cases. Of this number, 418 were resolved for a settlement rate in excess of 78 per cent.

Under the Hospital Labour Disputes Arbitration Act, 23 arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 20 cases.

Under the Employment Standards Act, 209 referees were appointed through the Office of Arbitration, while four boards of inquiry were set up under the Human Rights Code.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,660 awards during fiscal year 1982/83. Awards in the amount of 40,116 pages were purchased by the public.

The complement for 1982/83 was 17, consisting of a director, five grievance settlement officers and 11 clerical and administrative staff. In overload situations, grievance mediation assistance was provided by field staff from the Conciliation and Mediation Services Branch.

Table 1 — Activities during 1981/82 and 1982/83

	1981/82				1982/83						
	Empl. Stds. Appeals	HLDA (Interest)	The Labour Relations Act (Rights)	Total 1981/82	Empl. Stds. Appeals	Human Rights Inq.	HLDA (Interest)	The Labour Relations Act (Rights)	Total 1982/83		
			<u>s.44</u> s.45*				<u>s.44</u> s.45*				
Panels Provided	x	34	180	x	214	x	x	20	199	x	219
Arbitrators/Referees - ministerially arranged	262	49	203	1,092	1,606	209	4	23	213	1,194	1,643
Nominees Requested	x	8	52	x	60	x	x	2	66	x	68
Ministerial Nominations	x	0	0	x	0	x	x	1	0	x	1
Pre-hearing Mediation Assignments	x	x	371	1,101	1,472	x	x	x	613	1,271	1,884
Pre-hearing Mediation Settlements	15	x	280	719	1,014	x	x	x	418	995	1,413
Total Awards Filled	168	70	1,174	277	1,689	210	0	30	1,182	238	1,660
Total Awards Purchased (pages)	x			34,721	x						40,116

Legend: 0 — no activity

x — not applicable

* expedited grievance arbitration

OCCUPATIONAL HEALTH AND SAFETY DIVISION

Ann E. Robinson, PhD., PCIC
Assistant Deputy Minister

Brian Goodman, BA, LL.B, LL.M*
Executive Director

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administration of the Occupational Health and Safety Act and regulations;
- reviewing existing programs;
- developing new strategies, regulations, guidelines and codes to prevent occupation-related injuries and illnesses;
- advising, educating or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The division is organized into six branches: Occupational Health, Construction Health and Safety, Industrial Health and Safety, Mining Health and Safety, Special Studies and Services, and Standards and Programs.

The complement for 1982/83 was 732.

The division administers the Occupational Health and Safety Act and regulations for construction projects, mines and mining plants, and industrial establishments. In addition to the lead and mercury regulations noted in last year's annual report, regulations respecting vinyl chloride, coke oven emission and asbestos became law.**

The development of control strategies for toxic substances has been a continuing priority. The division has continued its toxic substance regulation program: Notices of Intent to regulate arsenic, acrylonitrile, benzene and formaldehyde, and cadmium, chromium, ethylene oxide and styrene were published in November 1982. Briefs have been received and reviewed, and meetings held with interested parties.

Certain technical issues arising from the proposed noise regulation are under study by a three-person committee established by the ministry in March 1983. It is chaired by Mr. Kevin Burkett of the Ontario Labour Relations Board, with Mr. Ken Valentine, recently retired from the United Steelworkers of America, and Mr. Norm Lockington of Dofasco, serving as members. The committee is advised by Dr. Edgar Shaw of the National Research Council of Canada. The special advisory committee has received 67 briefs and will share its draft report with the parties prior to submitting its recommendations to the minister in October or November 1983.

On October 27, 1982 a regulation defining 'critical injury' took effect. The definition will assist the parties in carrying out their responsibilities regarding notification and investigation of accidents under the Act.

On March 9, 1983 the minister advised concerned parties by notice that a new regulation for fire fighters' head protection would take effect on June 1, 1983.

* Mr. Goodman's appointment took effect January 17, 1983.

** Following extensive work during the fiscal year 1982/83 the isocyanates regulation became law on July 15, 1983.

The division continued to consult with the parties regarding the extension of the Act to teachers, the farming community, and university professors. A draft regulation extending the Act to teachers was published during the year. A task force co-sponsored by the Ministry of Agriculture and Food was established to report on bringing farming operations under the Act.

The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, has continued to review the mining regulations.

The division continued to administer the Lottery Awards Program. The Lottery Awards Committee approved funding for many significant programs and projects in the area of manpower training and applied research. The minister made awards totalling \$1.6 million.

Awareness of the Act and regulations is an important aspect of compliance. In addition to the Guide to the Act, the ministry has published its advertising campaign aimed at increasing worker and employer knowledge of the Act.

Consultation with management is another important means to achieve compliance with the legislation and reduce injuries and illnesses. The parties at the workplace must know their rights, duties and responsibilities, and division staff have continued to work with those concerned to this end. More specifically, the Office of the Special Advisor on Industrial Relations has played a significant role in identifying appropriate mechanisms useful in assisting parties to help themselves prevent occupational accidents and illnesses.

Members of the division work along with other agencies, such as Labour Canada and the Atomic Energy Control Board, having related interests and complementary legislation. Staff of the division serve as agents of Labour Canada in administering health and safety standards in uranium mines. The division also provides information to government agencies on the health effects of various chemicals. Occasional visitors from other jurisdictions have been welcomed by the division.

In January 1983, Dr. Robinson welcomed Brian Goodman to the newly created position of executive director. The executive director is responsible for the day-to-day operations of the six branches and related administrative program delivery and policy issues. The assistant deputy minister is responsible for strategic planning in respect of broader policy issues and external relations so important in the field of occupational health and safety.

Occupational Health Branch

Peter L. Pelmeur, MD, FRCPC, DIB
Director

The Occupational Health Branch objective is to provide consultation and assistance to the inspectorate, employers and workers on the recognition, evaluation and control of health hazards in the workplace in order to promote a healthful and safe occupational environment for Ontario's workers. The branch therefore provides support services to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Workers' Compensation Board.

The branch participates in the development of standards and guidelines to control industrial environments that may adversely affect the health of workers. Senior staff have participated in the development of the Designated Substance regulations and have been largely responsible for the development of the codes. The branch is now actively engaged in auditing the medical and hygiene aspects of the control programs established under the Designated Substance regulations, and provides a series of chest x-rays, pulmonary function tests and blood and urine analyses.

The branch's journal, Occupational Health in Ontario, is published under the direction of an editorial board, and is available to libraries and health personnel without charge. The journal provides the reader with informative insight into new scientific and medical opinions in the field of occupational health.

The Occupational Health Branch program is initiated and administered through the branch's three services and a resource section, each of which reports to the director through a chief of service.

The branch's complement during fiscal year 1982/83 was 187. This was comprised of:

Administration - the director, a manager of program administration, an administrative assistant, three physicians, two engineers, a scientist, an audiologist, a biostatistician, a liaison officer, a survey organizer, an administrator and 20 support staff.

Medical Service - 15 physicians, 10 nurses, 21 technicians and 13 support staff.

Hygiene Service - 21 hygienists and five support staff.

Laboratory Service - 13 scientists, 51 technicians and four support staff.

1982/83 Activities

The staff from all sections have made many presentations to seminars, conferences and scientific meetings. Papers have been accepted for publication in scientific journals.

Resource Section

To meet the demands for information on all aspects of occupational health and toxicology, the Resource Section provides scientific and medical support to the branch and ministry consultants, and assists in the development of codes for designated substances. The two special projects involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane, and the assessment of worker exposure to formaldehyde, commenced in fiscal year 1981/82 were continued. During 1982/83 all field visits and reports (Anaesthetic Gases Project 74: Formaldehyde Project 75) were completed, and the statistical analysis of the data is ongoing.

In addition, an assessment of the environmental and respiratory status of workers exposed to isocyanates in four polyurethane foam plants was carried out in 1982/83. The report will be released shortly.

A Noise and Vibration project was initiated, and will continue in fiscal year 1983/4.

Under section 21 of the Act, companies are required to notify the Ministry of Labour of new agents in Ontario. Section 21 deals specifically with new toxic chemical or biological agents that have been introduced onto the market. Notifications are submitted to the director of the Occupational Health Branch, and a toxicologist within the Resource Section assesses the data supplied. Where a hazard to the health or safety of workers may exist, further reports and assessments are required by the director. Field visits to notifying companies are also performed. To date there have been 51 notifications, and the development of policy in regard to section 21 is ongoing.

The section, in conjunction with the Systems and ADP Branch, is co-ordinating the utilization of a computer system to accommodate all the data received by the OHB. The computer system involves the usage of mini-computers, satellite terminals and the Queens Park data storage facility. The computer is also utilized by the section for the data analysis of the ongoing research projects.

Occupational Health Medical Service

This service has three sections: physicians, nurses and chest service. The senior medical and nursing consultants are located at head office in Toronto, and the consultants in field offices with the inspectorate in Scarborough, Mississauga, London, Hamilton, Sudbury, Ottawa and Kingston.

Medical Consultants

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and advise on the establishment of medical surveillance programs. The physicians also act as consultants for the Workers' Compensation Board, hospitals and family physicians. The consultants have participated in the branch research projects and in education activities. In total, 843 field visits and 407 air quality comments were done by the medical consultants.

Nursing Consultants

The nursing consultants visit industries and institutions to promote employee health programs where none exist, and to encourage improvement and expansion of existing occupational health programs. During the 1982/83 fiscal year, the collection of health questionnaire data for the Anaesthetic Gases and the Formaldehyde Projects was a priority for the nursing consultants, and resulted in a considerable reduction in the number of field visits.

In total, 213 field visits were made to promote occupational health directly; 735 days and 134 days were used respectively to administer and collect questionnaires for the Anaesthetic Gases and Formaldehyde projects. This has been very exacting and demanding work because of the difficulty in finding and persuading both exposed and control workers in the defined population groups to participate. To date, over 4,000 of the 6,000 workers exposed to anaesthetic gases have been interviewed with 1,500 controls, and all 1,500 selected industrial workers exposed to formaldehyde with 600 controls have been interviewed.

Occupational Chest Service

Several important changes occurred during the 1982/83 fiscal year. With the closing of the Ministry of Health Provincial Chest Clinics, the Ministry of Labour took over the surveillance facilities for occupational lung disease in the Northern Ontario mining areas. These included the physical plant and staff of clinics in Thunder Bay, Elliot Lake, Sudbury, Timmins and Kirkland Lake. In all, five clinics and 22 persons were added to the staff, including three physicians located in Toronto, Sudbury and Timmins. The new senior medical consultant is Dr. J.O. Roos.

The Toronto clinic moved into improved quarters on December 13, 1982 at 880 Bay Street, 2nd Floor, Toronto, Ontario M7A 2C7. The telephone number remains unchanged, (416) 965-4075.

Major initiatives included a review and re-organization of administrative programs. An effort to create a Canadian panel of recognized readers of chest x-rays by the International Labour Office Code was started in preparation for a change-over to the ILO Code in Ontario reporting.

I - Chest X-ray Section

Chest x-ray examinations for the purpose of screening applicants for and carrying out regular surveillance of workers in exposure to hazardous industrial dusts has continued. It entails the examination of persons exposed to silica, asbestos, talc, beryllium, hard metal (tungsten carbide and cobalt), nepheline syenite and the isocyanates, etc. in plants, subject to the Occupational Health and Safety Act. Workers attend the chest clinics or the mobile units.

A total of 19,776 workers were examined. Of these, 10,109 were in silica exposure, 2,874 in asbestos exposure, 1,021 in isocyanate exposure and 5,772 in other hazardous dusts.

Twenty-seven persons were found to have newly developed silicosis. Of these, 11 had acquired their silica exposure in the foundry industry, one in the porcelain, pottery and enamel industry, three in the sandblasting industry and 12 in other silica exposure industries.

Examinations were conducted on 2,874 asbestos handlers. Newly developed asbestosis was diagnosed in 13 persons. In addition, newly developed pneumoconiosis was diagnosed in four persons.

Two persons were suspected of having pulmonary malignancy.

Fifty-two persons were diagnosed as having 'Dust Effects', i.e., pre-silicosis, pre-asbestosis or other pre-pneumoconiosis.

During 1982/83, 529 chest x-rays were re-taken on cases for evaluation by the Advisory Committee on Occupational Chest Diseases.

II - Pulmonary Function Laboratory

The laboratory continued its two main activities of pulmonary function surveillance in the surface industries of southern Ontario and diagnostic testing for the Advisory Committee on Occupational Chest Disease. Workers attend the chest clinics or the mobile units. The staffing has continued unchanged with three technologists and a physician-in-charge.

A respiratory questionnaire was developed with particular emphasis on asthmatic symptoms in preparation for a rationalization of testing protocols in industries where asthma is the predominant acute illness.

With access to the Queen's Park main-frame computer through the installation of a terminal, considerable efforts were made to integrate the new facility with the previous existing mini-computer. At the close of the year the software development was well underway and some routine procedures were already being handled by the large computer.

During the year the laboratory staff analysed results for 18,612 employees from 745 companies. Bronchodilation studies were continued in workers with airflow limitation.

Occupational Health Hygiene Service

The chief of service is located at the head office in Toronto, and the occupational health hygienists in field offices with the inspectorate in Scarborough, Mississauga, Hamilton, London, Windsor, Sudbury and Ottawa. They act as consultants to the inspectorate branches of the Ministry of Labour, and may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate and the Worker's Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate workers' exposures and to recommend control measures for hazardous substances.

In the fiscal year, 1982/83, substantial improvements have been achieved by the service staff in the number of field visits, which were completed in spite of three hygienists-in-training on staff. The field visits are generally unannounced and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

In total, 1,757 field visits, 832 air quality comments and 43 pre-development reviews were done by the Hygiene Service staff.

The service has provided significant input in the development of respirator codes for the designated substances. During 1982/83, five such codes were developed, reviewed and approved. The line branch inspectors, at several regional seminars, were subsequently trained in their application and use.

Engineering consultants of the service provide advice to the line branches on the quality of engineering controls during the review of plans and drawings submitted for approval. Hygienists participate regularly in internal and external educational activities, and papers have been published.

Occupational Health Laboratory

The laboratory provides analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by companies, physicians, health units and the Workers' Compensation Board and other government agencies.

Approximately 50 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterase in blood samples.

Analyses of adsorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

Twenty-five new analytical methods were developed, and many old ones are reviewed and improved.

Field visits are made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents at the request of branch consultants. They have also participated in the branch research projects.

The service has developed the codes for air sampling and analytical analyses for the designated substances; has introduced a proficiency testing program for clinical samples with private laboratories; and has embarked on a program to computerize laboratory data.

OCCUPATIONAL HEALTH MEDICAL SERVICE

Source of Physician and Nursing Visit Requests

Carry over from 1981/82	283
Industrial Health and Safety Branch	265
Occupational Health Branch	268 + 213 nursing 481
Construction Health and Safety Branch	5
Mining Health and Safety Branch	2
Workers' Compensation Board	325
Ministry of Health	1
Companies	16
Administration	3
Private Physician	8
Other	9
Total	1,398

Physicians Visits

	Requests	Field Visits	Outstanding
Carry Over	283		
April	55	72	
May	76	97	
June	70	73	
July	79	75	
August	60	50	
September	63	76	
October	73	80	
November	95	87	
December	88	80	
January	92	63	
February	73	65	
March	78	75	
Total	1,185	893	292

Nursing Visits

	Requests	Field Visits	Outstanding
Carry Over			
April	16		
May	17		
June	15		
July	17		
August	45		
September	12		
October	23		
November	19		
December	7		
January	8		
February	12		
March	22		
Total	213	213	0

Occupational Chest Service

Table 1

Chest X-Ray and Lung Function Clinics

Zone Number	Centres Visited	Plants Visited	Special Clinics
1	18	55	2
2	20	50	
3	9	27	1
4	12	102	
5	13	49	2
6	16	285	2
7	18	40	1
8	16	49	
9	11	38	
10	11	65	
Total	144	760	8

Table 2

Industries Added to Program

Exposure	Number of Plants	Employees In Exposure
Silica	9	532
Asbestos	3	47
Asb/Sil	1	7
Isocyanate	11	188
Other Dust	2	287
Total	26	1,061

Table 3

Plant Visits to Assess Exposure and or Introduce Medical Surveillance

Silica Exposure	19
Asbestos Exposure	3
Combined Asb/Sil. Exposure	1
Isocyanate Exposure	15
Other Dust	3
Total	41

Table 4

Chest X-Ray Examinations

In Silica Exposure	10,109
In Asbestos Exposure	2,874
In Exposure to Combination of Asbestos and Silica	908
In Isocyanate Exposure	1,021
*In Other Hazardous Dusts	3,823
In No Significant Exposure	1,041
Sub-Total	19,776
WCB	529
Total	20,305

*Talc, Nepheline Syenite, Beryllium, Tungsten Carbide,
Cobalt, Cadmium, etc.

Table 5

Incidence of Pulmonary Tuberculosis

	Active	Doubtful Act.	Inactive	Total
Minimal	1	1	64	66
Mod. Advanced	0	1	1	2
Far Advanced	0	0	1	1
Suspected	2	0	0	2
Total	3	2	66	71

Table 6

Silicosis

Of 10,109 persons employed in various silica exposures, radiological evidence of silicosis was reported in 69. Twenty-seven (27) of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple Silicosis	40	27	67
Complicated Silicosis	2	0	2
Total	42	27	69

Table 7

Asbestosis

Of 2,874 asbestos exposed persons examined, radiological evidence of asbestosis was reported in 33. Thirteen (13) of these cases were discovered in 1982-83.

	Previously Reported	Newly Diagnosed	Total
Asbestos Exposure	17	12	29
Asb/Sil Exposure	3	1	4
Total	20	13	33

Table 8

Other Conditions Reported Upon

Pleurisy, inactive	566
Pleurisy, w/effusion	1
Dust Effects, uncomplicated	52
Dust Effects, with TBC	0
Heart abnormal	129
Aorta abnormal	163
Primary focus	536
Primary complex	183
Hilar calcification	215
Fungus Infection	75
Pneumonia	16
Emphysema	55
Increased lung markings	395
Sarcoidosis	5
Unspecified	1,396

OCCUPATIONAL HEALTH HYGIENE SERVICE

Source of Hygienist Visit Requests

Carry over from 1981/82	495
Industrial Health and Safety Branch	1,231
Occupational Health Branch	355
Construction Health and Safety Branch	38
Workers' Compensation Board	162
Companies	20
Administration	2
Ministry of Health	1
Other	7
Total	2,311

Hygiene Service Field Visits - Hygienists

	Requests	Field Visits	Outstanding
Carry Over	495		
April	157	117	
May	154	171	
June	146	132	
July	142	143	
August	109	93	
September	122	152	
October	147	181	
November	178	141	
December	149	162	
January	165	129	
February	175	170	
March	172	166	
Total	2,311	1,757	554

OCCUPATIONAL HEALTH LABORATORY

Environmental Assessment Requests

Carry over from 1981/82	382
Industrial Health and Safety Branch	3
Occupational Health Branch	1,243
Construction Health and Safety Branch	1
Companies	6
Total	1,635

Laboratory - Environmental Assessments

	Requests	Field Visits	Outstanding
Carry Over	382		
April	76	108	
May	118	110	
June	89	112	
July	133	92	
August	61	78	
September	117	96	
October	107	88	
November	129	111	
December	85	104	
January	87	88	
February	107	110	
March	144	142	
Total	1,635	1,239	396

Summary of Analyses

Clinical Samples	35,103
Materials Samples	2,469
Air Samples	27,376
Total Number of Analyses	64,948

Clinical Samples 1982

Arsenic In Urine, Hair and Nails	392
Beryllium In Urine	25
Cadmium In Serum	27
Cadmium In Urine	610
Cholinesterase In Blood	1,032
Chromium In Urine	275
Cobalt In Urine	14
Copper In Urine, Blood and Serum	11
Creatinine In Urine	1,945
Fluoride In Urine	1,133
Iron In Urine	1
Lead In Blood	13,977
Lead In Urine	11,773
Manganese In Urine	268
MDA In Urine	11
Mercury In Urine	2,716
Nickel In Urine	22
PCBs In Serum	89
Phenol In Urine	741
2-Thiothiazolidine-4-carboxylic acid (TTCA) In Urine	32
Zinc In Blood and Urine	9
Total	35,103

Materials

Abietic Acid	1	Cyanide Ion	4
Acetaldehyde	4	Cyclohexanone	8
Acetone	19	Decomposition Products	15
Acetic Acid	5	Detergent	10
Acrolein	1	Dichlorodifluoromethane	1
Alcohols (Misc.)	12	Dichloroethane	2
Aldehydes	10	1,1-Dichloroethylene	3
Aliphatic Hydrocarbons	57	Dichloromethane	4
Aluminum	27	Diethyl Ether	1
Amines	13	Diisodecyl Phthalate	4
Ammonia	6	Dimethyl Formamide	4
Ammonium Chloride	4	Dioxane	12
Amyl Alcohol	1	Dioxolane	1
Antimony	13	Dyes	1
Aromatic Hydrocarbons	32	Emulsifiers	2
Arsenic	19	Esters	45
Asbestos	740	Ethanol	16
Azo Dye	2	Ethyl Acetate	7
Barium	5	Ethyl Benzene	9
Benzene	8	Ethyl Cellosolve Acetate	2
Benzidene	1	Ethylene	3
Beryllium	7	Ethylene Glycol	3
Bismuth	8	Fatty Acid Ester	4
Borate	1	Ferric Chloride	1
Boron	4	Flash Point	11
Bromine	1	Fluoride	3
Buffing Stone	1	Fluorotrichloromethane	1
n-Butanol	14	Formaldehyde	19
Butyl Acetate	3	Formic Acid	4
Butyl Benzene	1	Furaldehyde	1
Butyl Cellosolve	3	2-Furaldehyde	3
Cadmium	28	Furfural	1
Calcium	33	Glycerol	1
Calcium Carbonate	1	Glycidoxypropyl Trimethoxysilane	1
Camphor	2	Graphite	1
Carbaryl	1	Hydrazine	4
Carbon	4	Hydrocarbons	43
Carbonate	4	Iodine	4
Carbon Dioxide	19	Iron	43
Carbon Monoxide	1	Isobutanol	2
Carboxylic Acid	1	Isocyanates	8
Cellosolve	8	Isopropanol	17
Cellosolve Acetate	4	Isopropyl Acetate	2
Cellulose	1	Ketones	6
Cellulose Nitrate	1	Lead	110
Chlordane	1	Long Chain Alkyd	3
Chloride	7	Magnesium	21
Chlorinated Compounds (Misc.)	2	Manganese	26
Chlorinated Hydrocarbons	7	Methane	1
Chromium	34	Methanol	26
Clay	1	Methyl Cyclohexane	1
Coal Tar Pitch	1	Methyl Cyclopentane	1
Cobalt	3	Methyl Ethyl Ketone	19
Copper	36	Methyl Isobutyl Ketone	18

Minerals	19	Sodium	2
Mineral Wood	1	Sodium Bromate	1
Molybdenum	3	Sodium Gluconate	1
Napthalene	2	Sodium Hydroxide	1
Nickel	30	Solder/Flux	4
Nitrates	2	Solvents	23
Nitrites	10	Stearic Acid	1
Nitropropane	3	Stoddard Solvent	1
Nitropyrene	1	Styrene	3
Oils	7	Styrene/Methacrylate	1
Oils, Vegetable	2	Sucrose	1
Organic Peroxides	1	Sulphate	5
Organo Phosphates	1	Sulphide	2
PCBs	13	Sulphur	2
Perchloroethylene	2	Sulphur Dioxide	1
Petroleum Ether	1	Surfactant	1
Petroleum Tar	1	Talc	8
Phenol	6	Tellurium	2
Phenolic Compounds	1	Terpenes	1
Phosphoric Acid	2	Tetramethyl Benzene	1
Plasticizer	1	Tin	21
Polyethylene Oxide Adduct	1	Titanium	11
Polymers	92	Toluene	56
Potassium Hydroxide	2	Toluene/Xylene	2
n-Propanol and n-propoxyethanol	1	Toluene Diisocyanate	1
Quaternary Ammonium Salts	2	Trichloroethane	4
Rosin	1	1,1,1-Trichloroethane	5
Rubber	2	Triethanolamine	1
Selenium	9	Trimethylamine	1
Silanes	1	Trimethylbenzene	13
Silica	1	Tungsten	2
Silica (Free)	174	Uvitex	1
Silicate	1	Vanadium	2
Silicon	1	Vinyl Chloride	3
Siloxane	1	Wax	5
Silver	7	Xylenes	42
Soap	10	Zinc	36
		Total	2,469

Materials: Summary of Sources

IHSB	469	WCB	12
OHB	1,162	Companies	10
MHSB	112	Schools	1
CHSB	149	Regional Health Units	4
Ministry of Health	3	Other	3
Health Units	50		
Special Surveys (asbestos)	226		
Special Studies	6	Total	2,207

Air Samples

Acetaldehyde	38	Diethyl Nitrosamine	10
Acetic Acid	72	Diisobutyl Ketone	124
Acetone	471	Dimethyl Formamide	63
Acetonitrile	15	Dimethyl Phthalate	5
Acrolein	278	Dioxane	26
Acrylonitrile	24	Dursban	6
Allyl Alcohol	10	Enflurane	553
Aluminum	81	Epichlorohydrin	31
Ammonia	216	Ethanol	310
Antimony	48	Ethoxy Ethyl Acetate	20
Arsenic	60	Ethyl Acetate	171
Asbestos (Airborne)	8	Ethyl Benzene	172
Baygon	9	Ethyl Cellosolve	12
Benzene	209	Ethyl Cellosolve Acetate	16
Benzene Solubles	99	Ethyl Ether	10
Benzo(a)Pyrene	10	N-Ethyl Morpholine	58
Beryllium	52	Ethylene Glycol	10
Boron	15	Ethylene Glycol Monoethyl Ether	8
Bromine	6	Ethylene Oxide	72
Butadiene	17	Fluoride	94
n-Butanol	254	Formaldehyde	1,866
2-Butoxy Ethanol	5	Formic Acid	9
Butyl Acetate	98	Freon 11	70
Butyl Benzene	28	Freon 12	78
Butyl Cellosolve	145	Freon 13	3
Butyl Cellosolve Acetate	63	Freon 113	32
Butyl Methacrylate	8	Furfural	8
Cadmium	281	Furfural Alcohol	11
Calcium	17	Glutaraldehyde	28
ε-Caprolactam	18	Glycidoxypopyl Trimethoxysilane	23
Captan	6	Halothane	631
Carbaryl	21	HDA	8
Carbon Disulfide	28	n-Heptane	85
Cellosolve	206	n-Hexane	271
Cellosolve Acetate	198	Hydrazine	7
Chlordane	5	Indium	11
Chloride	148	Iron	291
Chlorine Dioxide	42	Isocyanates	2,183
Chlorite	9	Isoflurane	225
Chloroethane	7	Iso-octane	5
Chloroform	29	Isophorone	98
Chromium	549	Isopropanol	213
Chromium (Hexavalent)	21	Isopropyl Acetate	33
Cobalt	79	Isopropyl Benzene	10
Copper	375	Isosorbide Dinitrate	10
Cyanide	78	Lead	3,162
Cyclohexane	9	Lindane	10
Cyclohexanone	47	Magnesium	17
Diacetone Alcohol	197	Maleic Anhydride	5
Diazinone	6	Manganese	98
Dichlorobenzene	10	Mercury	18
O-Dichlorobenzene	10	Methanol	256
Dichloroethylene	7	Methylamine	8
Dichlorvos	21	Methyl Cellosolve	17
Diethyl Ether	12	Methyl Chloroform	53

Methyl Ethyl Ketone	624	Propyl Acetate	76
Methyl Ethyl Ketone Peroxide	22	Propylene Glycol Monoethyl Ether	24
Methyl Isobutyl Ketone	241	Quartz (Respirable)	2,211
Methyl Methacrylate	27	Silver	21
Methyl Mercaptan	21	Sodium Hydroxide	30
Methyl Styrene	26	Solvesso 100	231
Methylene Chloride	253	Solvesso 150	91
Mercury	278	Stoddard Solvent	393
Mineral Spirits	28	Styrene	456
MOCA	25	Sulphate	55
Molybdenum	17	Toxaphene	6
Morpholine	10	Thiram	6
Naphtha	441	Tin	24
Naphthalene	10	Titanium	7
Nickel	244	Toluene	1,073
Nitrate	13	1,1,1-Trichloroethane	273
Nitric Oxide	29	1,1,2-Trichloroethane	19
Nitrogen Dioxide	38	Trichloroethylene	89
Octane	73	Trichlorofluoromethane	10
Octyl Phthalate	6	Triethylamine	55
Oil Mist	125	Triethyleneamine	5
Ozone	594	Trimellitic Anhydride	5
PCBs	155	Trimethyl Benzene	178
Pentane	111	Turpentine	17
Petroleum Distillates	12	Uvitex	6
Perchloroethylene	111	Vanadium	18
Petroleum Ether	12	Varsol	6
Phenol	129	VCM	78
Phosphate	23	Vinyl Acetate	12
Potassium Hydroxide	9	Vinyl Chloride	177
n-Propanol	126	Xylene	1,043
Propionaldehyde	4	Zinc	439
Propoxur	6		
		Total	27,376

Construction Health and Safety Branch

D.M. Pizak, P. Eng
Director

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry, including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with seven professional engineers on staff.

The branch is responsible for the administration of the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and the Revised Regulations of Ontario 691/80, for Construction Projects.

Through its inspection program, approximately 9,000 to 12,000 notifiable, and 4,000 to 6,000 non-notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction projects.

On March 31, 1983, the branch had a complement of 117, including one director, 103 field inspectors and 13 support staff.

1982/83 Activities

During the 1982/83 fiscal year, construction health and safety officers completed 60,993 inspections, a decrease of about five per cent from the 1981/82 fiscal year. A total of 24,378 orders were issued during these inspections, compared with 27,903 during the previous fiscal year.

There has been a declining trend in the occurrence of fatalities on construction projects during the past five years, with a total of 35 occurring during fiscal 1978/79, and an all-time low of 19 occurring during fiscal 1982/83, the fewest number recorded since the introduction of provincially-enforced occupational health and safety legislation.

Inspection of construction projects included 1,316 inspections of 137 underground projects. A total of 563 orders were issued during these underground inspections.

Inspection and Fatality Data	1982/83	1981/82
Complement	117	117
Workers In the Work Force	254,500	225,500
Projects/Establishments	9,224	10,801
Non-Fatal Accidents Reported	9,347	10,419
Accidents Investigated	751	1,091
Fatalities Investigated	19	37
Refusals to Work Investigated	5	7
Complaints Investigated	1,069	1,182
Inspections	60,993	64,512
Orders Issued	24,378	27,903
Repeat Orders	3,097	3,236
Stop Work Orders Issued	408	510
Consultations	468	1,103
Case Prosecutions	245	323
Convictions	205	267
Fines	\$319,984	\$158,875
Revenue	NII	NII

Underground Project Inspection Summary
April 1, 1982 to March 31, 1983

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspec. Directs.	No. of Inspections with no Directions
				Less than 60' diam.	60' and over			
Long tunnels	61							
Short tunnels (under 50')	37	37	24	8,056	23,612	9	1,019	436
		25	12	2,239	90	-	176	90
Jacked tunnels	11	8	3					
Other underground structures	28	20	8	2,606	197	-	65	29
				150	-	-	56	8
Totals	137	90	47	13,051	23,899	9	1,316	563
Projects Under Compressed Air April 1, 1982 to March 31, 1983								1,021

No.	Location	Pressure		No. of Decompressions			Total	No. of Cases of Decompression Sickness
		Min.	Max.	Shift Workers	Supervisors Etc.			
81/27	Toronto	4	11	122	52		174	-
81/54	Toronto	2	4	85	59		144	-
81/76	York	3	11	172	85		257	-
81/90*	Ottawa	5	13	3,848	1,632		5,480	-
81/177	East York	2	6	802	474		1,276	-
81/133*	Toronto	2	9	2,146	616		2,762	-
82/17	Toronto	5	10	108	29		137	-
82/50	York	3	14	418	245		663	-
82/69*	Scarboro	3	10	552	209		761	-
Totals				8,253	3,401		11,654	

* Projects still in progress in April, 1983.

There were no cases of bends reported for the year 1982/83.

Industrial Health and Safety Branch

W.S. Melinyshyn, P. Eng*
Director

The Industrial Health and Safety Branch, operating under the Occupational Health and Safety Act, R.S.O. 1980, C. 321, Revised Regulations of Ontario 692/80 for Industrial Establishments, and designated substance regulations for lead, mercury, asbestos, coke oven emissions and vinyl chloride, is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province.

The Act applies to an estimated 3.1 million workers in more than 150,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility of occupational health and safety programs in their workplaces and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into situations where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health and safety hazards. The branch arranges health surveys of establishments where these particular hazards may occur in co-operation with the Occupational Health Branch and, based upon the findings, takes appropriate action. The branch officials devoted particular attention to the implementation of the designated substance regulations as they became law.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and regulations.

On March 31, 1983 the Industrial Health and Safety Branch had a staff of 184, including one director, 167 field staff and 16 support staff.

1982/83 Activities

During the year, officials of the Industrial Health and Safety Branch completed 46,480 inspections, and issued a total of 56,435 orders. The number of fatalities under the legislation administered by the branch increased from 39 to 54. Of these, 46 occurred in industrial workplaces and eight occurred at logging operations.

*On April 5, 1982 Jim McNair was appointed special consultant to the assistant deputy minister, and Walter Melinyshyn assumed the responsibility of director.

The total of non-fatal accidents increased from 81,507 in 1981/82 to 85,992 in 1982/83. Of the total number of accidents, about 64.1 per cent occurred in unionized workplaces.

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Production Employees		Number of Accidents Reported	
Nil	53,687	(6,636)	524,049	(195,920)	-	-
1-5	14,248	(3,791)	429,215	(190,940)	26,848	(8,339)
Over 5	3,266	(2,204)	611,595	(491,471)	59,144	(46,809)
Total	71,201	(12,631)	1,564,859	(878,331)	85,992	(55,148)

Inspection and Fatality Data	1982/83	1981/82
Complement	184	187
Workers in the Work Force	3,100,000	3,250,000
Projects/Establishments	150,000	150,000
Non-Fatal Accidents Reported	85,992	81,507
Accidents Investigated	571	655
Fatalities Investigated	54	39
Refusals to Work Investigated	118	153
Complaints Investigated	97	98
Inspections	46,480	48,859
Orders Issued	56,435	71,285
Repeat Orders	8,057	8,576
Stop Work Orders Issued	985	1,361
Pre-Development Review (Plans Review)	1,962	3,132
Case Prosecutions	73	80
Convictions	52	46
Fines	\$152,750.00	\$147,650
Revenue	\$548,139.90	\$1,042,935

Mining Health and Safety Branch

P.B. McCrodan, P. Eng

Director

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 162 underground mines, 58 open-pit mines, 5,849 sand and gravel pits and quarries, 65 metallurgical and ore processing plants and 54 clay, shale and peat workings. These establishments employ approximately 49,514 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C.321, Revised Regulations of Ontario 694/80, for Mines and Mining Plants, and designated substances regulations.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines - mining, electrical-mechanical, working environment and metallurgy.

1982/83 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health and safety hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Act and Regulations.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1983	Active Operations	No. of Employees
Mines	162	25,533
Open Pits	58	2,092
Quarries	356	3,010
Metallurgical Plants	30	7,732
Metallurgical Labs	11	496
Clay and Shale Pits	34	61
Peat Workings	20	91
Sand and Gravel Pits	5,493	9,987
Diamond Drilling	28	169
Aggregate Plants	25	343
Total	6,217	49,514

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

In 1982/83, 5,673 inspections were made.

Orders are issued when contraventions have been identified.

In 1982/83, 4,712 orders were issued.

All orders are followed up to ensure compliance; failures to follow an order are extremely rare.

Charges are laid for serious infractions, for repeated violations of the same type or for failure of the company to take action as required. In 1982/83, there were two convictions and \$12,650 in fines.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1982/83, six fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work that have been reported to them by employers, workers or their representatives. There were 13 investigations into work refusals in 1982/83. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Legislation Review

Legislation is under continual review as a result of investigations into critical injuries and fatalities. The Regulations for Mines and Mining Plants are closely scrutinized for technical currency, consistency and applicability by the branch's engineering staff, not only as a result of investigations, but as a result of pre-development reviews of employers' projects, and engineering reviews of mines and plants.

The Ministry of Labour maintains the Mining Legislation Review Committee, under the chairmanship of Mr. C. Barrett, to periodically review the recommended changes to the regulations, and to make recommendations to the Minister of Labour. The committee consists of four representatives from the mining industry and four from the labour unions. The committee meets as required to discuss proposed changes. As a result of the last meeting, 74 new or revised sections of the regulations were recommended to the minister.

The continued functioning of the committee has given Ontario a mechanism for maintaining its mining health and safety regulations in a technically current and up-dated form on an ongoing basis. With strong input from both the industry and labour representatives, the legislation has achieved a high level of acceptance and credibility, and has become a model that other jurisdictions in Canada and abroad are using for their own legislation.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Wire Rope Testing Laboratory before use and at intervals during service. Each wire rope is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1982/83, the laboratory completed 975 tests.

Environmental Surveys

In 1982/83, 72 surveys and 418 inspection/audits were conducted. Two engineers and nine inspectors, specializing in environmental health, conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. In addition to this, the ministry audits company data on workplace concentrations of toxic substances.

Education and Guidance - Regulation Modules

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets, which serve as supplementary explanatory material on the regulations for use by branch inspectors and by the mining industry.

This year the branch has embarked on a program, in conjunction with the Mines Accident Prevention Association of Ontario (MAPAO) and in consultation with the mining unions, of producing a series of instruction modules relating to the Regulations for Mines and Mining Plants.

These modules are designed to illustrate the intent of the regulation, to show what the inspector will look for during his inspection, and to show the demonstrable hazards associated with the equipment or technique.

The modules will consist of an instruction book, a workbook and a slide-tape presentation, which will accomplish the purposes described above. The concept behind this project is to provide a better understanding of the legislation to the inspector, the supervisor and the worker. By directing these modules at the supervisor, the branch intends that the meaning of the legislation will be carried by him to the workers under him; thus by instructing one supervisor, we can reach 10 or 20 workers. Condensed versions of the modules are also being prepared for use at 'work crew safety meetings' that are frequently held before the crew go to work for the day.

The branch currently estimates that a total of about 60 modules will be produced, covering every aspect of the regulations.

Predevelopment Review

The Mining Regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then reviews the

plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workers' Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1982/83, 932 men participated in the mine rescue training program, and 52 seven-man teams competed in eight district mine rescue competitions. A number of fires were responded to, plus innumerable calls to be on the alert for emergencies or fire drills.

Mining Health and Safety Data

Statistics from April 1, 1982 - March 31, 1983

	1982/83	1981/82
Complement	92	92
Number of Workers	49,514	56,091
In Mines	39,527	45,736
In Sand and Gravel Pits	9,987	10,355
Number of Underground Mines	162	152
Number of Surface Mines	58	48
Number of Pits and Quarries	5,849	5,699
Number of Metallurgical and Ore Processing Plants	65	66
Number of Clay, Shale and Peat Workings	54	55
Number of Inspection Reports	5,673	*6,940
Total Inspection Hours Spent Investigating Complaints	1,729	2,192
Total Inspection Hours Spent on Pre-Development Review	12,230	9,628
Number of Orders Issued	4,712	6,158
Number of Stop Work Orders	28	37
Case Prosecutions	6	6
Number of Convictions	2	5
Value of Fines Collected	12,650	12,875
Refusals to Work Investigated	13	21
Number of Mine Rescue Stations	8	7
Number of Mine Rescue Substations	31	31
Miners under Training in Mine Rescue	932	1,112
Wire Rope Tests	975	1,101
Non Fatal Accidents Reported in Mines	1,404	2,241
** Pits and Quarries	284	305
Number of Serious Accident Investigations	64	100
Number of Fatalities	6	12
Underground	5	7
Surface	-	2
Metallurgical	-	1
Sand and Gravel Pits	1	---
Quarries	---	2
Revenue		
Wire Rope Testing	\$159,074.23	\$179,323.84

* Figure adjusted to reflect actual number of inspections.

** These figures are for the period January 1 - December 31.

Special Studies and Services Branch

Maxwell Fitch, MD*
Director

This branch is concerned primarily with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
 - (a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
 - (b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries;
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as a resource in matters relating to the safety of work procedures;
- to prepare contingency plans for, and provide technical support in, emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1983 the Special Studies and Services Branch had a complement of 68: Radiation Protection Service, 21, Radiation Protection Laboratory, 20, Health Studies Service, 15, Safety Studies Service, eight and Administration, four.

1982/83 Activities

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for levels of exposure in industry.

The service co-operates with other branches as well as with the Workers' Compensation Board, the Ministry of the Environment, the Ministry of Health, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community.

* Dr. Fitch retired on May 31, 1982 and Dr. Ann E. Robinson was appointed interim director. In June 1983 Dr. G. Wright was appointed acting director.

A major activity of the service is the preparation of health criteria documents on chemicals proposed for designation. Other activities have included studies of mortality and morbidity in asbestos product manufacturing, with the development of an asbestos register of workers especially at risk. Surveillance of workers exposed to vinyl chloride monomer and certain nickel compounds is maintained. A data base of mortality in Ontario from selected causes of death from 1955 to 1977 has been prepared and will continue to be developed, and methods of record linkage to determine mortality in specific study groups have been established.

Support for other ministries, particularly the Ministry of the Environment consists mainly of the provision of medical advice to population groups and individuals exposed to potentially toxic chemicals in air or drinking water.

The service has a complement of six medical consultants, a statistician and support staff.

Radiation Protection Laboratory

This laboratory provides a capability for the analysis of a wide range of radioactive substances and serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining, milling and processing plants, nuclear reactors and other facilities that use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuous process.

During the year a total of 22,720 measurements were carried out for these various programs. There was a significant increase in the number of measurements for specific radioisotopes and a corresponding decrease in the measurements for gross or total activity.

A breakdown of the measurements carried out on the various types of samples is shown in the following Table:

Type of Samples Analysed During 1982/83

Type of Sample	No. of Measurements
1. Water	10,934
2. Air filter	4,576
3. Urine	2,339
4. Milk	502
5. Swipe	1,362
6. Blood	56
7. Tissue	274
8. Radon daughter counting equipment	109
9. Dustfall	2,036
10. Filter cartridge	177
11. Soil and sediment	129
12. Hair	34
13. Air	74
14. Fish	8
15. Miscellaneous	110
Total	22,720

Development of radioanalytical methodology, a major activity of the laboratory, included the acquisition of equipment to process samples taken from nuclear reactor areas for the measurement of carbon-14 and to improve the efficiency to measure gamma ray emitting radioisotopes.

A new provincial radiation contingency master plan was drafted by the Ministry of the Solicitor General, the lead ministry for contingency planning in Ontario, and a great deal of effort was devoted to revising existing operating procedures to ensure compatibility with this new plan.

The laboratory co-operated with the Ministry of the Environment to carry out a wide range of measurements for radioisotopes for the International Joint Commission Great Lakes surveillance program.

Interlaboratory comparison measurements were carried out regularly during the year between the United States Environmental Protection Agency, the International Atomic Energy Agency and the Atomic Energy Control Board.

The laboratory has a complement of 20, which includes scientists, technicians and support staff.

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the Occupational Health and Safety Act and by Reg. 855 (X-ray Safety, formerly Reg. 721) under the Public Health Act. In addition, all the scientific and technical staff in the Radiation Protection Service perform key functions in the provincial nuclear off-site contingency plan, which would be put into effect in the event of an accident at a nuclear reactor facility.

Ongoing programs of the service during 1982/83 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (186 x-ray facilities inspected, 56 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (937 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (642 new houses were checked; 97 houses rechecked);
- investigation and follow-up of 13 reported cases of possible radiation over-exposure, and monitoring of 73 instances of high personal dosimeter readings.
- safety inspection of 58 locations where some form of non-ionizing radiation was being used (radiofrequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radioisotopic installations on request;
- technical guidance was provided to staff of the Ministry of the Solicitor General in the course of their preparation of a new nuclear contingency off-site plan for the Province;
- technical planning against possible accidental release of radioactive material from nuclear power plants or transportation accidents in giving shipments of radioactive materials;
- assembly of responses to requests for information on non-ionizing radiation emitting devices;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

The creation within the Ministry of the Solicitor General of a new provincial nuclear contingency off-site plan necessitated the preparation of a new technical procedures manual, which was tested at a major exercise at the Pickering Generating Station.

Safety Studies Service

This service undertakes multidisciplinary research of factors that contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, psychology and statistical testing. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical

reports following work site visits and by giving seminars on safety related topics. Research objectives are formulated to provide information on applied problems in order to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self initiated data collection. The information obtained is disseminated through the consultative role of the service, seminars and in published format.

Some areas of study activity include commercial diving, manual materials handling, tenosynovitis, shiftwork, heat stress, female capacity for physical work, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of office work, including visual display terminals.

Particular activities of the service include:

- Investigation of the design of cashier work stations;
- work site visits related to: the safe lifting of objects, proper design and use of hand tools, occupational stress;
- development of technical material related to: commercial diving regulations, fall protection, physiological effects of cold exposure, psychomotor performance.

Reports have been completed on:

- work practices to reduce heat strain;
- attitudes, communications and occupational safety;
- overcoming attitudes toward disabled employees;
- human factors and fire safety;
- safety criteria for manual materials handling.

Seminars have been presented on:

- diving safety;
- stress reduction;
- work physiology;
- ergonomics;
- ergonomic design of the office environment;
- heat stress;
- work place design for the disabled.

Standards and Programs Branch

Alan D. Heath
Director

The responsibilities of this branch are to assemble and analyse data on workplace hazards, co-ordinate the development of programs to control the exposure of workers to hazards in the workplace and co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister.

On March 31, 1983 the branch had a complement of 73.

1982/83 Activities

In fiscal year 1982/83 the branch:

- completed regulations and final reports for submission to the minister on coke oven emissions, asbestos, noise and isocyanates and met with the Advisory Council on Occupational Health and Occupational Safety to discuss the development of the regulations as outlined in the final report.
- completed regulations and final report on silica for submission to the minister and Advisory Council on Occupational Health and Occupational Safety.
- published the Regulation respecting Vinyl Chloride - made under the Occupational Health and Safety Act and the Regulation respecting Coke Oven Emissions made under the Occupational Health and Safety Act in July 1982.
- published the Regulation respecting Asbestos - made under the Occupational Health and Safety Act in August 1982.
- published a proposed regulation for asbestos on construction projects, and reviewed comments received on the proposed regulation.
- met with industry and labour groups as necessary with respect to the proposed regulation for asbestos on construction projects.
- prepared a seminar on the proposed regulation for asbestos on construction projects for presentation to the Construction Health and Safety Branch inspectorate.
- published a Notice of Intent to Designate for eight substances: arsenic, acrylonitrile, benzene, formaldehyde, chromium, cadmium, ethylene oxide and styrene.
- met with industry representatives as necessary to receive and review their comments with respect to the Notice of Intent to Designate arsenic, acrylonitrile, benzene, formaldehyde, chromium, cadmium, ethylene oxide and styrene.
- developed materials for a proposed regulation for noise in the trucking industry and construction industry. Met with trucking and construction industry management and labour representatives as necessary to discuss a regulation for noise.
- received and reviewed draft reports by consultants on coal tar pitch volatiles, and aromatic amines and azo dyes.
- received and reviewed final reports prepared by consultants on nickel and its compounds, three chlorinated hydrocarbons (trichloroethylene, tetrachloroethylene and 1,1,1-trichloroethane), and ethylene oxide.
- assembled background information and prepared project specifications for studies by consultants on trimellitic anhydride, epoxy resin systems, chlorine and pesticides.
- assembled information on the health effects and use in Ontario of ethylene glycol ethers, carbon disulphide, alcohol solvents, aliphatic hydrocarbon solvents, selected chlorinated hydrocarbons and ammonia.

- prepared material on the administration of regulations for the designated substances.
- assembled information for a draft report on occupational health in dental offices.
- produced and distributed to the inspectorate of the Occupational Health and Safety Division data sheets on xylene, acetone and phosgene.
- prepared data sheets on 1,1,1-trichloroethane, vinyl chloride, arsine, lead chromate, tetramethyl and tetraethyl lead, elemental lead, lead arsenate, benzene, diphenylmethane diisocyanate, toluene diisocyanate, acrylonitrile, ammonia, epichlorohydrin, asbestos, mercury and carbon monoxide.
- provided input into the working groups of the Workplace Hazardous Materials Information System Project, a tripartite effort of Labour Canada, the provincial labour ministries and industry to develop an information system for labelling hazardous substances in the workplace.
- held meetings with interested parties as necessary with respect to a booklet listing toxic substances entitled Exposure Criteria for Potentially Harmful Agents and Substances in Workplaces.
- prepared three booklets on designated substances in the workplace entitled, A General Guide to the Regulations, A Guide to the Lead Regulation and A Guide to the Mercury Regulation.
- consulted with fire fighters and fire chiefs regarding development of regulations for protective equipment of fire fighters.
- published the Regulation Respecting Protective Equipment for Fire Fighters and The Ontario Code for the Head Protection of Fire Fighters.
- prepared material for the training of the inspectorate for the administration of the Regulation Respecting Protective Equipment for Fire Fighters and The Ontario Code for the Head Protection of Fire Fighters.
- consulted with representatives of the educational sector regarding application of the Act to teachers and academic staff of universities.
- reviewed the comments of interested and affected parties on the draft regulation for the extension of the Act to cover teachers, and prepared a regulation for extending the Act to teachers for submission to the Regulations Committee of Cabinet.
- participated in deliberations with respect to the application of the Act to farming operations.
- participated in the deliberations of the Ontario Police Health and Safety Committee.
- co-ordinated the development and preparation of new Managing by Results (MBR) objectives, indicators and measures for the Construction Health and Safety and the Industrial Health and Safety Branches in accordance with the ministry's MBR Improvement Program.
- commenced the development of new MBR objectives, indicators and measures for the Mining Health and Safety, the Occupational Health, the Special Studies and Services, and the Standards and Programs Branches in accordance with the MBR Improvement Program.

- co-ordinated the development and preparation of the 1983/84 estimates submission for the Occupational Health and Safety Division.
- provided planning and analytical support to the project on the designation of eight substances.
- assisted in the preparation of a multi-year capital expenditures plan for the Occupational Health Laboratory.
- prepared policy papers regarding the fee schedule charged to industry by the Industrial Health and Safety Branch for the Pre-Development Review of drawings for new plants or alterations and expansions to existing ones, as prescribed by section 8 of the Regulation for Industrial Establishments, R.R.O. 1980, Reg. 692, made under the Occupational Health and Safety Act, R.S.O. 1980, c. 321; and a fee for service schedule for the testing of clinical specimens conducted by the Occupational Health Laboratory.
- co-ordinated and prepared the ministry responses to the memoranda from the Advisory Council on Occupational Health and Occupational Safety.
- prepared a status report on recommendations made to the minister by the Advisory Council on Occupational Health and Occupational Safety.
- funded a limited study on the feasibility of a more advanced computer system for the Industrial Health and Safety Branch.
- continued to document information on fatalities, serious accidents and refusal to work situations based on data received from field personnel.
- continued to provide support to the line branches by: maintaining the editing, coding and processing functions of Inspection Reports, Notice of Projects and Employer's Report of Accidental Injury or Industrial Disease; maintaining the Industrial Health and Safety Branch filing system; and providing information to the inspectorate for follow-up on inspections and investigations.
- continued to operate the occupational health and safety information line.
- developed and maintained an inventory control system of division publications and forms used by the inspectorate.
- developed and distributed process flow sheets for processes in which the designated substances are used.
- co-ordinated and delivered to staff of the ministry seminars and training materials on designated substances regulations made under the Occupational Health and Safety Act.
- developed and presented training sessions for the line branches on refusals to work, prosecution procedures, the internal responsibility system, report writing, metrication and stress management.
- trained new Industrial Health and Safety Branch and Mining Health and Safety Branch inspectors.
- co-ordinated the development of manuals for the Construction Health and Safety Branch managers, Industrial Health and Safety Branch engineers and the Mining Health and Safety Branch.
- completed revisions of the Industrial Health and Safety Branch and Construction Health and Safety Branch Operation Manuals.

- made public presentations to various groups on the Occupational Health and Safety Act, as requested.
- represented the ministry on the Occupational Health Committee of the Canada Safety Council.
- consulted with representatives of the commercial diving community to discuss control strategies for commercial underwater diving.
- conducted a survey of fall arrest devices used in the construction industry.
- participated in the regulation review of the Regulation for Construction Projects.
- developed a questionnaire on joint health and safety committees for use by the Mining Health and Safety Branch inspectors.
- developed background information for use by the inspectors on noise, mercury, vinyl chloride, isocyanates and on hazards in educational institutions.
- continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business.
- participated in the Tri-ministerial Advisory Committee on Occupational Health and Safety. The Advisory Committee co-ordinates educational programs within the CAAT system and functions as an advisory body to the Ontario Council of Regents.
- provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act.
- provided responses to inquiries from other jurisdictions relating to training, education and legislation.
- co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions.
- maintained close liaison with the provincial Resource Centres and organizations involved in training and education in occupational health and safety.
- provided a video tape/film loan service for division staff and clients as well as printed material in response to inquiries.
- continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development and applied research projects.

PROGRAM ANALYSIS AND IMPLEMENTATION

N. Ignatieff,
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry policy secretariat, which has a mandate to initiate, develop and co-ordinate policy activities as well as co-ordinate and prepare ministerial correspondence and liaise with other ministries.

The assistant deputy minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program, the Employment Standards Branch and the Office of the Co-ordinator of French Language Services.

The Office of the Assistant Deputy Minister, including the secretariat, has a staff of seven.

Research Branch

Dr. F. Whittingham
Director

The Research Branch undertakes analytical and evaluation work in support of the ministry's programs and legislation. As well, it is responsible for the ministry's reference library services. In addition, the branch provides a wide range of information services to other government agencies, to the business and labour communities and to members of the general public. On March 31, 1983, the branch had a staff of 68.

The branch is organized into four sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Statistical Unit
- Ministry Library

1982/83 Activities

Working Conditions

The Working Conditions section provides research in support of policy and program reviews in the areas of employment standards, women's issues, human rights and working conditions generally. An information system of work injuries and occupational disease cases is also maintained to serve the requirements of the occupational health and safety programs.

To facilitate the work of the Working Conditions section, a survey of tourist resorts was undertaken by the Statistical Unit, to obtain information on wages, working conditions and the characteristics of employees. Also, a mail survey to obtain data on the labour market experiences of employees terminated in plant closure situations was completed (questionnaires were received from over 1,700 workers) and a

pilot project was undertaken to test research methodology for assessing the economic and social impact of closures on workers and the community. In addition to these activities, the Statistical Unit maintains a computerized information system for producing statistics on reported permanent and indefinite layoffs, which is based on data collected by the Plant Closures Review and Employment Adjustment Branch.

In the area of employment standards legislation, the section undertook reviews on wage protection, the use of lie detectors for employment purposes and employment standards provisions applicable in Ontario's trucking industry. As part of the minimum wage review activity, an assessment of a wide selection of studies on the impact of minimum wages was undertaken.

The section was involved in drafting Employment Agencies and Discrimination: A Discussion of Paper, which the ministry distributed to interested parties for comment as part of the legislative review process. Assistance was given to the Race Relations Division of the Ontario Human Rights Commission in visible minority studies.

Activities were undertaken to extend information available on work injury and occupational disease cases. One project, initiated in co-operation with the ministry's Mining Health and Safety Branch and the Mines Accident Prevention Association, involves the development of a supplementary information system on work injuries in the mining industry. Work also commenced in co-operation with the Occupational Health Branch and the Industrial Health and Safety Branch to define and provide these branches with regular statistical reports on work injury and occupational disease cases from the information system maintained by the branch.

The section continued to prepare and co-ordinate responses to conventions, recommendations and questionnaires of the International Labour Organization. Various requests for information from government agencies and the public were also met.

Fair Wage and Industrial Standards

The branch provides support for the ministry's Fair Wage and Industrial Standards programs by compiling and analysing information for revising the wage rates and the working conditions contained in the schedules. The branch undertakes surveys of wages and working conditions in the industries subject to the fair wage program. These include construction, janitorial services and security guard services.

During fiscal 1982/83, a survey of wages and working conditions in the janitorial and security guard industries was completed by the branch's Statistical Unit.

Labour Relations and Collective Bargaining

This section is responsible for research and information activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

During the year, this section continued to supply the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Services with information on their case activities and with the statistical analyses necessary for them to evaluate their operations. The data are compiled

monthly, quarterly and annually, and provide information on the volume of cases being received, processed and disposed of, backlogs, and the time taken to process cases from filing to disposition.

The section monitors an average of 300 board cases and 350 Conciliation and Mediation Services cases per month in order to collect and process information on a wide range of aspects of the cases.

The Labour Relations and Collective Bargaining section prepares a monthly report on collective bargaining settlements that provides summaries of the changes in wages and benefit provisions negotiated in the province in collective agreements concerning 200 or more workers. From the monthly summaries, the section prepares a quarterly report that shows the negotiated changes in base wages in both cents-per-hour and percentage terms on an average annual and contract year basis. These reports are for the use of management and union negotiators and the ministry's conciliation and mediation officers.

The section carried out analysis and coding of information on the most commonly negotiated provisions in agreements covering 200 or more employees, with the exception of construction industry agreements, and also in all agreements in the public sector, regardless of the number of employees covered, except teachers' agreements. These data are used in many areas of the branch's research activities by the ministry's conciliation and mediation officers and by management and union negotiators involved in the collective bargaining process.

In fiscal year 1982/83, the branch completed the first two phases of a four-phase program to computerize activities of its industrial relations statistical information program, which have hitherto been done manually, and to improve those already on computer. The completed work updates the branch's collective agreements analysis system for the first time since it was developed in 1970, and puts all the case processing activities of the Ontario Labour Relations Board on computer for the first time.

When completed, the program will integrate all areas of the branch's industrial relations information system into a single data base, which will improve the branch's capacity to meet the needs of client branches and those involved in bargaining on a more efficient and timely basis.

Collective Agreements Library

The Collective Agreements Library maintains an up-to-date file of collective bargaining agreements, arbitration awards and related health, insurance and pension plans covering Ontario employees. The primary purpose of the library is to bring together, in a central location, all collective agreements and related documents covering Ontario employees, regardless of legislative jurisdiction, and to make the file available to those involved in collective bargaining and research. This file of collective agreements is also used by the Ministry of Labour and other ministries for administrative purposes. At the end of the fiscal year, the library contained about 8,500 collective agreements and 3,700 separate health insurance and pension factors covering more than 1,350,000 Ontario employees in industries under federal or provincial jurisdiction.

During the fiscal year, the library staff helped approximately 5,000 visitors representing managements, labour unions, industrial relations consultants, law firms, government agencies and the general public to

obtain information from the documents on file. In addition, the staff answered more than 4,600 telephone requests for information, which involved searches of agreements for data on wage rates, fringe benefits and working conditions.

Regular publications of the Labour Relations and Collective Bargaining section include:

Collective Bargaining Settlements and Negotiations in Ontario (monthly);

Wage Developments in Collective Bargaining Settlements in Ontario (quarterly);

Collective Agreements Expirations (annually);

Hours, Wages and Related Payments in the Ontario Construction Industry.

Ministry Library

The Ministry Library is one of the major collections in Canada and contains over 70,000 books and reports and subscribes to 1,500 journals. These materials cover all major labour issues, especially those pertaining to the Ministry of Labour's programs. The library serves ministry personnel, and the general public may use the facilities for research purposes. The library has a staff of 16, of whom six are professional librarians. Each of the reference librarians specializes in one of the following fields: industrial relations, manpower and employment, occupational health and safety, human rights, women's issues and issues pertaining to persons with handicaps.

The library answered over 5,600 reference inquiries from both ministry and non-ministry personnel and carried out 480 specialized on-line computer searches for ministry staff. It indexed 7,400 periodical articles and filled 15,100 requests for articles from the library bulletins. Over 9,900 items were borrowed, and the library filled 2,300 inter-library loan requests.

In fiscal 1982/83 the Ministry Library signed an agreement to use the UTLAS automated cataloguing system. In addition, it developed its own in-house database system called OMLINE for its periodical indexing. This system has been operational since July 1982 and contains over 5,000 bibliographic records.

1982/83 Publications/Ministry Library

Library Bulletin: Occupational Health and Safety (monthly)

Library Bulletin: Labour Relations, Employment and Human Rights (monthly)

Occupational Health and Safety Topics (irregular)

Labour Topics (irregular)

Employment Standards Branch

John Scott
Director

The Employment Standards Branch seeks to ensure that employees in Ontario are protected by minimum standards of employment, covering wages and working conditions. To achieve this objective the branch resolves claims of non-compliance from employees, and promotes, with employers, compliance with the employment standards and working conditions set out in the following legislation:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on contracts let by the provincial government
- the Employment Agencies Act

The branch is organized into two field administrative areas, each comprising five investigative regions, plus the Legislative Interpretation and Telephone Inquiries sections, the Management Information Systems and Program Development section, the director's office, the Employment Agencies and Industrial Standards unit, and head office administrative services. The 141 positions include 80 field officers and resident auditors. Approximately 50 staff are based in regional offices located in Hamilton, Kitchener, London, Ottawa and Sudbury plus various sub-offices.

1982/83 Activities

Employment Standards Act - General

The primary aim of the Employment Standards Act is to prevent exploitation of unorganized employees by ensuring that they are protected with respect to minimum wages and working conditions.

The branch resolves claims made by employees and also conducts preventive inspections of selected employer populations across the province.

Through public speaking engagements, special seminars conducted on employers' premises, advertising, and distribution of literature, employers are encouraged to comply with the legislation on a voluntary basis.

General Inquiries and Information

The branch received and responded to 633,452 general telephone inquiries of which 364,762 were handled by the field regions and the remainder by the Head Office Telephone Inquiries section. Many of these calls eventually resulted in a claim. In addition, 27,191 personal interviews were conducted on ministry premises.

During 1982/83 the branch staff were involved in 158 seminars and public appearances, of which 16 dealt primarily with equal pay for equal work legislation, and the balance with the Employment Standards Act in general. The functions were attended by 1,294 employers, 2,138 employees, 989 students and 677 mixed or unspecified participants, for a total of 5,098 in attendance.

There were 49 presentations made to management and staff of individual companies, accounting for approximately one-third of total speaking

engagements. Of the remaining appearances, 29 were arranged with community colleges (for business groups), 28 with business associations and unions, 23 with secondary schools, 14 with federal agencies and the balance of 15 with various community centres, clubs, etc.

Approximately 150,000 copies of the Guide to the Employment Standards Act and 12,000 copies of the Act itself were distributed to the interested public.

Investigative Activity

In the fiscal year ended March 31, 1983 the branch registered 15,740 new claim files. Resolutions were achieved in 15,517 cases covering 19,781 claimants; the average length of service from date of receipt to resolution was 69 days, with 41 per cent finalized within the first 30 days.

As a result of this activity \$7,694,884 were collected on behalf of 24,668 employees. The average payment to an employee was \$327 in respect of a claim file investigation and \$184 from a preventive inspection.

In December of 1982 the branch centralized the collection procedures where bankruptcies and insolvencies occur. As these are generally difficult collections they are forwarded to the Legislative Interpretation section for action.

Comparative information by employment standard is provided in the Collections by Standard Table, following the description of the branch activities and responsibilities.

Appeals and Hearings

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected from a panel of referees appointed by the minister.

In 1982/83 331 applications for review of an order were received, and 247 were finalized. In 64 of these files settlement was reached prior to a hearing; in the 183 appeals heard by a referee, the officer's order was affirmed in 122, varied in 24, and rescinded in 37.

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act. Such action was initiated in 22 cases this fiscal year, and of the 16 finalized, the employer was found to be in violation in 13 cases.

Tables on these actions follow.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers, and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives from both farm owners and farm workers.

Industrial Standards Act

The Industrial Standards Act permits employees and employers to jointly request a schedule of working conditions for their particular industry. When a schedule has been prepared and accepted by both groups and has been approved by the ministry, the working conditions set out in the schedule become the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1982/83 one schedule was updated.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules. They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boy's Clothing industries.

These four industries manufacture products that are inter-provincially competitive, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1982/83 fair wage provisions were included in 867 contracts, which had an estimated value of about \$337,717,000.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

Since 1981 the branch has been involved in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some members of this industry. In December 1982 a discussion paper was sent to all agencies and other interested parties for comment, and this information is being considered in the development of appropriate remedial action to deal with the matter.

Investigative Activity		Claim Files				Preventive Inspections		Total	
		1981/82	1982/83	1981/82	1982/83	1981/82	1982/83	1981/82	1982/83
Workload:									
Pending from Prior Fiscal Year		1,605	2,251	-	-	1,605	2,251		
Registered Assigned		15,629	15,740	1,183	936	16,812	16,676		
Total		17,234	17,991	1,183	936	18,417	18,927		
Resolved/Conducted		14,754	15,517	1,183	936	15,937	16,453		
Results:									
Number of Collections		9,426	9,385	265	260	9,691	9,645		
Employees Benefited		18,876	22,111	1,919	2,557	20,795	24,668		
Amount Collected (#000's)		5,102.4	7,225.2	229.0	469.7	5,331.4	7,694.9		
Outstanding End of Fiscal Year		2,251	2,122	-	-	2,251	2,122		

Collections by Standard		Amount Collected				No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
		1981/82	1982/83	1981/82	1982/83	1981/82	1982/83	1981/82	1982/83
		\$	\$						
Minimum Wage		118,258	116,134	505	458	865	783		
Overtime		847,894	772,025	1,108	967	4,132	4,399		
Public Holidays		317,291	321,563	680	698	2,895	2,671		
Vacation Pay		1,057,825	2,084,296	7,215	7,413	13,624	15,583		
Equal Pay for Equal Work		331,561	341,138	66	33	749	1,781		
Benefits		8,561	17,812	22	12	75	100		
Pregnancy Leave		25,576	20,361	15	18	15	18		
Termination Pay		974,469	2,203,074	1,998	2,727	2,291	4,420		
Severance Pay		28,494	116,963	1	6	16	90		
Collection of Wages		1,618,651	1,690,649	4,356	4,112	6,997	6,120		
Fair Wage on Gov't. Contracts		2,668	6,331	5	8	26	29		
Industrial Standards		224	4,538	1	3	1	9		
Total		5,331,472	7,694,884	15,972	16,455	31,686	36,003		

General Inquiry and Information Activity		1981/82	1982/83
Telephone Inquiries (Non-Claim) Handled		565,553	633,452
Letter Inquiries (Non-Claim) Responded to		4,661	6,201
Personal Interviews Held		27,559	27,191
Total		597,773	666,844
Public Appearances and Employer Education Seminars Held		178	158
Number in Attendance		5,584	5,098

Appeals (Section 50)		
	1981/82	1982/83
Pending from Prior Fiscal Year	106	122
Intake	294	331
Results		
Order Confirmed	143	122
Employer Upheld	23	37
Order Varied	36	24
Settled before Hearing	67	64
Total	269	247
Outstanding End of Fiscal Year	122	206

Hearings (Section 51)	
	1982/83
Pending from Prior Fiscal Year	10
Initiated	22
Results	
Employer Found In Violation	13
Employer Found In Compliance	1
Settled Outside of Hearing	2
Total	16
Outstanding End of Fiscal Year	16

Court Action		
	1981/82	1982/83
Cases Prosecuted	11	4
Cases Dismissed	1	0
Cases Withdrawn	2	1
Cases With Conviction	7	3
Cases Settled before Trial	1	0

Permits		
	1981/82	1982/83
Overtime Permits - Total	504	343
100 Hour	211	180
Special	293	163
Handicap Work Permits - Total	72	70
Individual	47	53
Group	25	17
Homeworker Permits	165	124

Employment Agency Licences						
Class	Initial		Renewal		Total	
	1981/82	1982/83	1981/82	1982/83	1981/82	1982/83
A	56	153	724	731	780	884
B	6	11	10	10	16	21
C	0	0	1	1	1	1
D	2	5	21	22	23	27
Total	64	169	756	764	820	933
Revenue					\$184,200	\$166,450

Industrial Standards		
	1981/82	1982/83
No. of Active Schedules	4	4
No. Updated	1	1
No. Covered by Schedules		
Employers	400	400
Employees	8,300	8,300

Fair Wage Schedules				
	Number		Value (\$)	
	1981/82	1982/83	1981/82	1982/83
Schedules Included in Contracts Let by Provincial Ministries				
Construction	774	715	287,243,799	331,200,209
Building Cleaning and Security	168	152	8,211,272	6,516,464
Total	942	867	295,455,071	337,716,673
Schedules Updated	83	56		

Handicapped Employment Program

Barbara Earle
Manager

The Handicapped Employment Program (HEP) was established in September 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program accomplishes this objective through the provision of:

Employer Consulting Services

The program advises employers developing programs to increase employment and retention of disabled persons. It:

- contacts employers and responds to employer requests for advice;
- sponsors local conferences;
- provides information packages and technical advice;
- arranges awareness seminars;
- links employers to local agency and professional services;
- facilitates union/management co-operation in joint problem solving.

Examples of the steps taken to date by employers to introduce model practices include:

- holding awareness training sessions for recruiters, managers and co-workers;
- establishing outreach recruitment systems;
- developing retention, retraining and re-employment programs;
- improving hiring and supervisory practices;
- reviewing practices with respect to pre-employment medical examinations and the keeping of medical records;
- studying insurance, pensions and benefits implications of increased employment of disabled persons;
- developing physical demands analyses of jobs;
- increasing physical accessibility of facilities;
- reviewing health and safety practices for disabled workers;
- exploring applications of new technologies, job redesign, aids and adaptations to increase employment opportunities and productivity of disabled workers.

Local Projects and Community Development

Success in matching disabled job seekers to available employment opportunities requires a detailed knowledge of local job opportunities as well as an inventory of the variously disabled persons seeking employment. Local co-ordination of transportation, aids provisions, referral to employment, professional services to employers, etc. are also required for success. Therefore, one of the major initiatives of HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities. There are two main aspects to this activity. One is the provision of grants to local co-ordinating

committees to develop specific initiatives. The second involves the development of committees and community-based networks for long-range support of employment opportunity at the community level.

Resource Centre/Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides, through its information centre, a variety of information packages, resource materials and links to local sources of expertise. Staff assist with awareness sessions for employers, disabled persons, agencies, educators, the public, etc. The information centre is also an important resource for the program's developing professional outreach initiative, and for its support to the educational initiatives of organized labour. The Handicapped Employment Program is not a job placement service. However, through problem solving and referral, HEP does assist disabled job seekers to access the job market.

Professional Outreach

HEP has recognized the key role played by health professionals and para-professionals in facilitating disabled employment, and has developed a professional outreach initiative to enhance co-ordination with, and information flow to, professional organizations. This initiative focuses on:

- developing professional awareness of disabled employment issues;
- increasing linkages between professionals and local service networks;
- engaging in co-operative planning, and mounting joint projects with professionals to assist employers in increasing employment and retention of disabled persons;
- undertaking research projects related to the role of professionals in the employment of disabled persons.

Research, Policy Development, Interministerial Co-ordination

HEP also undertakes research projects focusing on specific barriers to employment and means of increasing employment opportunities.

The program participates in interministerial co-ordination initiatives/study groups. HEP prepares and reviews policy proposals and advises the Minister of Labour on matters affecting employment opportunities for disabled persons.

HEP provides ongoing support and technical advice as requested to both the ministry and other government agencies to assist them in developing an internal program of equal opportunity within government.

Experience Program

HEP co-ordinates various special work experience programs to support community-based initiatives and to provide needed exposure to employment for disabled persons.

The Handicapped Employment Program had a complement of eight during 1981/82, including one manager, five handicapped employment consultants, one information clerk and one receptionist secretary. Several additional contract staff were hired during the year to assist the program to meet increasing workload demands.

1982/83 Activities

Employer Consulting Services and Employer Activity

Two hundred employers across the province have undertaken to work directly with HEP to develop positive employment programs. Approximately half of these companies have head offices in Toronto, while the rest are located in other parts of the province.

Several thousand other employers have also received HEP program materials, and have been encouraged to undertake initiatives through their attendance at local community conferences, co-sponsored by the program.

Local Projects and Community Development

HEP provided grants this year to six communities: Hamilton, North Bay, Sault Ste. Marie, Sudbury, Toronto and Ottawa to assist local organizations and committees to undertake initiatives to increase local employment of disabled persons.

In addition, HEP has provided information and consulting services to a number of municipalities in support of their own internal initiatives (e.g. Windsor, City of Toronto, Metro Toronto, London, North York, Prescott, Kitchener, Etobicoke, Kapuskasing, Durham and Hamilton). This year HEP also served Ottawa, Kingston, Sault Ste. Marie and North Bay.

Several new regional planning committees were formed in 1982/83 to support long-range local planning to increase employment opportunity. These committees, in Thunder Bay, Kenora, York, Durham and Simcoe County, will plan future awareness events to encourage employer initiatives and local co-ordination of needed support services.

Highlights of the program's community development activities during 1982/83 included:

Hamilton Project

The Hamilton Affirmative Action Project, which began in August 1979 as a joint initiative of the ministry and the Ontario March of Dimes, reached its conclusion in September 1982. Its purpose was to develop and test approaches for co-ordinating community resources to support local employers in their efforts to increase employment and retention of disabled persons. Following project completion, HEP has continued to be actively involved in Hamilton, as in other parts of the province.

During the course of the project, services were provided to 69 participating employers to assist them in developing initiatives. Employer consulting services, information kits and seminar approaches were developed to provide needed support. In September 1982 a Community Council on Employment of the Disabled was established. This body will serve to co-ordinate ongoing local initiatives, and will administer a grant provided by the ministry to study options to co-ordinate local job placement services. An independent evaluation of the Hamilton Project model approach and the results achieved so far is being conducted by Hamilton Opinion Research Centre; a report is expected by the summer of 1983. A descriptive report highlighting major project strategies and activities is also available from the program.

HEP Services to Northern Ontario

During 1982/83 HEP, in co-operation with local community agencies and employers, undertook a special initiative to develop approaches suited to Northern Ontario. Initiatives developed this year with program support include:

- In Sudbury a coalition of all agencies and organizations of/and for disabled people, as well as employers, developed a job-seeker club in which 40 people participated over a 10-week period;
- North Bay held an awareness conference on hiring handicapped persons on March 16th, 1983. A community planning committee composed of agencies, organizations of disabled persons, public and separate school board educators, health care professionals, employers and union representatives organized the conference. An interim Community Council Steering Committee was formed to ensure follow-up.
- A Sault Ste. Marie planning committee, also with a broad based membership, held a conference on hiring physically handicapped persons, on April 20th, 1983.
- A one-day seminar was held on March 26th, 1983, in Kenora, sponsored by the Kenora Handicapped Action Group on Hiring Physically Handicapped Persons. This conference was attended by disabled job seekers, employers and government representatives.
- A conference was held on March 18th, 1983, in Thunder Bay, for agencies and organizations of, and for, disabled persons to encourage active leadership in developing employer awareness. A committee was formed to develop a community model during 1983/84.

Resource Centre and Province-Wide Information and Consulting Services

- HEP provided approximately 15,000 kits, posters, films and other promotional materials to program client groups, and responded to approximately 2,800 employer requests for information and consulting services;
- 279 résumés of disabled job seekers are on file with the program, and 257 disabled job seekers were interviewed regarding employment. As a result of such informal job broker activities, 40 disabled persons gained employment (10 in government, 30 in the private sector);
- HEP provided services to nine labour organizations/councils in support of their initiatives. The OFL brochure, 'The Disabled Able' (in English and French) with matching posters and buttons), produced with a grant from the program, was distributed to union locals to promote increased awareness;
- HEP produced new information packages on co-workers' awareness training, a kit for educators, new materials on fire safety, job search, programs in other jurisdictions and additional management training sessions;
- New publications included a brochure describing the program's employer consulting services (French and English), a pamphlet for small business (English) and a brochure for disabled job seekers (It's Up to You - French). HEP also developed educational 'placemats' for use in company cafeterias, schools and restaurants and at conference events to increase awareness of employment of disabled persons;

- HEP designed and purchased a new accessible multi-sensory display unit for use in promoting community-based initiatives at conferences around the province;
- HEP developed initial information packages on other disabilities, including developmental, emotional and perceptual disabilities.

Professional Outreach

Services have been tailored to the needs of individual professional associations undertaking initiatives to support increased employment and job retention of disabled persons (Ontario Medical Association, Ontario Society of Occupational Therapists, Ontario Physiotherapy Association, etc.). The program is presently working with 16 professional associations/organizations. Joint association/HEP objectives include sensitization in assessment situations, support of consumers' need for independence, exploration of professional roles, responsibilities, training needs, etc.

HEP co-sponsored a conference during 1982/83, with Lyndhurst Hospital, to explore community resources, and also participated in a technical aids task force at Sunnybrook Medical Centre. The program made presentations to various health professional audiences, including the staff of the Ontario Crippled Childrens Centre, St. Joseph's Hospital, Toronto Rehabilitation Centre, Inter-Urban Spinal Cord Association Annual Conference, and Impco Health's annual professional development conference. Staff provided support to the ongoing activities of an occupational therapist/physio-therapist interest group, sponsored by HEP, to explore the roles and responsibilities of this group of professionals in increasing employment opportunities for disabled persons.

Research, Policy Development, Interministerial Co-ordination

- HEP, with the support of a Ministry Steering Committee (Handicapped Employment Program, the Ontario Human Rights Commission, the Workers' Compensation Board and the Occupational Health and Safety Division) undertook a study on the current techniques in use by health professionals to assess the fitness of an individual for work, including job matching and job retention as well as recruitment medicals. A report will be available by the fall of 1983.
- HEP provided information and assistance to the Pigott Task Force and to the Ontario Manpower Commission in developing its special needs employment strategy.
- HEP provided training sessions to personnel departments of other ministries (and the Civil Service Commission) to assist in developing the government's Equal Opportunity Program. HEP continued to liaise with various other programs of the Ontario government regarding disabled employment and to advise the Minister of Labour regarding particular policy and program initiatives under consideration.

Experience Programs (Summer and Winter)

In 1982/83 a total of 46 students (25 disabled) worked on 41 projects, sponsored by employers, agencies, colleges, municipalities, etc. across the province. A report on the program's summer and winter experience projects is available from HEP's resource centre.

Office of the Co-ordinator of French Language Services

Stephane Grenon
Co-ordinator

Since September 1981, the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Program Analysis and Implementation, with duties divided between the Ministry of Labour and the Workers' Compensation Board.

The co-ordinator assists francophone groups, other organizations and the public at large, with information about the ministry programs and services. He assists ministry managers in the implementation of the ministry's French language services policy and chairs a ministry advisory committee on French language services.

The Office of the Co-ordinator of French Language Services has a complement of two: one co-ordinator and one secretary.

FINANCE AND ADMINISTRATION DIVISION

R. Burak
Executive Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Administrative Operations, Finance, Information Services, Internal and Management Audit, Management Planning, Personnel, Systems and ADP.

Management Planning Branch

D. Destonis
Director

The Management Planning Branch was newly formed in 1982/83 as a result of a reorganization of responsibilities and staff within the Finance and Administration Division.

The role of this branch is to provide a complete range of planning and advisory services to executive and program management levels at the ministry.

Responsibilities of the branch include:

- Financial Planning
- Human Resource Planning
- Office Systems Planning
- Liaison with Government Central Agencies
- Management Improvement

Financial Planning

Financial planning for the ministry involves co-ordination of the resource allocation process, from the preliminary government allocations setting stage to estimates approval. The branch also provides advice on and co-ordination of major in-year budget changes.

Human Resource Planning

The branch initiated work on a human resources development strategy in 1982/83, which is being developed in conjunction with the other corporate management planning activities.

Office Systems Planning

This section of the branch provides advice and assistance to all branches on the feasibility, acquisition and implementation of office systems. In addition, the section began work on long-range planning for office automation.

Management Improvement

Ongoing work in the area of management improvement focused on implementation of the ministry's Managing-by-Results Improvement Plan and on analysis of management standards and processes.

The 1982/83 branch complement was six.

Finance Branch

G.A. Webster*
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, the Provincial Auditor and all other ministries.

There are five program areas:

- Administration
- Revenue
- Budgetary Control and Financial Reporting
- Accounts Payable
- Payroll

Administration

This service includes the provision of accounting, financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Budgetary Control and Financial Reporting

This section controls and reports on expenditures and variances to planned expenditures, and prepares monthly and annual financial reports and statements.

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

This section provides regular payroll services for the ministry.

The branch complement during 1982/83 was 34.

* Mr. Webster retired in June 1983.

1982/83 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 12,249,000	\$ 18,000
Industrial Relations	4,592,000	18,000
Women's Programs	1,262,000	-
Occupational Health and Safety	32,541,000	7,155,000
Employment Standards	5,399,000	237,000
Manpower Commission	1,770,000	-
Human Rights Commission	4,588,000	-
Labour Relations Board	4,030,000	55,000
Credits	-	68,000
Total	\$ 66,431,000	\$ 7,551,000

Personnel Branch

N.E. Mayne
Director

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities:

Staffing

Responsibilities in the staffing section include determining alternative strategies for filling vacancies in a time of constraint, placement of surplus staff, encouraging cross assignments for developmental purposes and hiring staff for contract or permanent positions. The ministry's Experience '83 summer jobs are co-ordinated through this section, as well as programs such as Handicapped Work Stations, Winter Experience for disadvantaged youth, university and high school co-operative education programs and the student Work Week program.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration, including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation

process. This section is also responsible for the ministry's staff relations program, including administration of the collective agreement, grievance resolution and consultation with management and staff on industrial relations matters.

Staff Development and Training

This section is responsible for the training and development activities of the ministry, including the development and operation of in-house courses, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. Activities include providing advice and information on employee benefits to employees and management, resolving personal problems and conducting the ministry's pre-retirement program. This section is also responsible for conducting exit interviews on terminating employees and for co-ordinating various charity appeal programs.

The Personnel Branch had a complement of 19 during 1982/83.

1982/83 Activities

Staffing

Increasing numbers of surplus staff from other ministries were added to the government's corporate list and referred to appropriate vacancies. After an interview to verify qualifications, a number were assigned to positions in the ministry.

In September 1982 external advertising for government positions was curtailed, although internal government-wide recruiting continued. At this time, unclassified staff and GO Temporary employees were also granted eligibility to apply to internal competitions, which resulted in a significant impact on the number of applications for positions.

A continuing program for encouraging secondments was initiated to provide career development opportunities for all levels of staff. The ministry's summer programs resulted in 327 students being placed in ministry summer replacement positions and in experience-oriented jobs. A one-week comprehensive training session was staged for the Students in Personnel and Students Training in Industrial Relations programs.

The Work Week and high school co-operative educational program offered exposure to government office environments to high school students from September 1982 to March 1983.

Compensation and Staff Relations

Reviews of positions were undertaken in a number of branches. Additionally, all the positions in the Executive Compensation Plan were reviewed.

Considerable time was spent in the review of the class standards for Employment Standards auditors and Human Rights Commission officers. In keeping with the ministry's policy on handicapped employment, physical demands analyses were completed for each position in the ministry.

This section actively participated in the Staff Relations Supervisory Training Courses and provided management and staff with ongoing interpretation of the Collective Agreement and consultation on staff relations matters. The section was also responsible for the development and distribution of the ministry's Staff Relations Manual to all supervisory staff.

Staff Development

Reduced training budgets during the year resulted in employees attending fewer externally conducted courses, and in many cases shifting to Civil Service Commission and ministry courses. Participation rates increased by 16 per cent for Civil Service Commission courses and 14 per cent for ministry courses, although overall training activities declined by 13 per cent. These changes led to increased activities for the section. The rate of participation in the ministry tuition assistance program remained essentially the same.

In the area of new course development, the section sponsored a series of noon-hour programs on financial planning and expanded the word processing evening course. The remainder of the existing core of in-house management, support staff and communication courses remained largely unchanged.

The section continued to play a major role in the implementation of the ministry Performance Appraisal program through an extensive training, orientation and consulting process. The section also continued to develop data base and word processing applications for the section's micro-computer while researching various potential computer assisted instruction programs.

Employee Benefits

This section continued its major activities such as the new employee orientation program and visits to district offices. Workload continued to increase in relation to counselling for early retirement and interpretation of guidelines for Home-Owner Relocation Plan. Other significant areas of counselling workload involved STSP and LTIP and personal problems.

Systems and ADP Branch

W.H. Lehman
Director

The Systems and ADP Branch provides a service to all program managers requiring systems development services. This includes design, implementation, maintenance and data processing of ongoing systems. Activities in general can be categorized as follows:

- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Preparation of proposals, and project management where these proposals are accepted.

The branch objectives are:

- to provide clients with system development services and procedures that will meet their needs in providing or improving program delivery in keeping with existing policy and legislation.
- to apply project management techniques that will allow for the control of approved projects through progress reports, implementation schedules and quality review.
- to document major systems and procedures in order to ensure that maintenance and revisions can be carried out with the minimum of discontinuity.

The branch complement for 1982/83 was 30.

1982/83 Activities

Development, maintenance and data processing commitments were active in 1982/83 in the following areas:

- Finance Branch
- Research Branch
- Women's Bureau
- Standards and Programs Branch
- Industrial Health and Safety Branch
- Mining Health and Safety Branch
- Occupational Health Branch
- Special Studies and Services Branch
- Employment Standards Branch
- Office Services
- Ontario Human Rights Commission
- Ontario Manpower Commission
- Ontario Labour Relations Board

Budget

Gross 1,302,400.00

Recoverables:

Ministry of Consumer and Commercial Relations 188,000.00

Net Labour 1,114,400.00

Processing Volume

Jobs submitted to QPCB 27,866

Records Read:

QPCB 345,419

Via Remote Job Entry 2,320,149

2,665,568

Lines Printed:

QPCB 2,010,095

Via Remote Job Entry 30,246,105

32,256,200

Administrative Operations Branch

R.R. Hogarth
Director

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 18 district and field office locations, plus nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministry of Consumer and Commercial Relations in those district offices where premises are shared.

Branch complement in 1982/83 was 85.

Information Services Branch*

R.I. Cohen**
Director

The Information Services Branch administers an ongoing program of communication between the ministry and the public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop public information programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 12.

Each year the branch handles more than 3500 telephone enquiries for information and publications.

1982/83 Activities

Audio-Visual

The branch co-ordinated the production of a major presentation to launch the 10th anniversary of the Ontario Human Rights Code. The 12-minute audio-visual presentation designed for schools and institutions is serving as a historical look at human rights in the province.

A series of videotape presentations has been developed for seminars and training purposes for several line branches in the Occupational Health and Safety Division.

* The Information Services Branch was renamed the Communications Branch in June 1983.

** Robert I. Cohen was appointed director in October 1982 upon J.W. Preiner's acceptance of a position with the Corporate Advertising and Special Projects Group, Ministry of Tourism and Recreation.

Media Relations

Seventy-eight press releases were issued, and approximately 2,000 media telephone enquiries were answered.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function.

In December 1982 the governments of Canada and Ontario signed the Canada-Ontario Employment Development Program agreement. The branch launched and sustained a major communications effort in support of the program.

Students Working in Media (SWIM) an Experience '82 project was continued. Seven journalism students were placed with media sponsors for a period of 14 weeks. Students specialized in topics related to the Ministry of Labour.

Advertising

The branch co-ordinated a province-wide advertising campaign 'Write For Your Rights', to create awareness of the new Human Rights Code, proclaimed in June, 1982.

The campaign featured a shopping centre poster campaign, daily press coverage, a major transit advertising campaign, full radio exposure across the province and TV public service announcements. There was also a continuation of the Race Relations Division's 'Together We Are One' campaign on transit.

A notification program was conducted in all major newspapers on each designated substance as it was regulated.

An employer-targetted awareness campaign on the Occupational Health and Safety Act was run in selected trade magazines.

A radio campaign was mounted across Ontario to create worker and employer awareness of the Occupational Health and Safety Act.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Occupational Health in Ontario - Occupational Health journal - four issues.

Guide to the Occupational Health and Safety Act - French, Italian, Portuguese.

Guide for Joint Health and Safety Committee and Representatives.

Regulations respecting Vinyl Chloride - made under the Occupational Health and Safety Act - pocket version.

Regulation respecting Asbestos - made under the Occupational Health and Safety Act - pocket version.

New Skills for Women - brochure providing basic information for women interested in a career in the skilled trades (French).

Guide to the Ontario Human Rights Code.

Declaration of Management Policy - Human Rights code cards (English and French).

Human Rights in Ontario - brochure (English, Cree, Ojibway).

Human Rights and Sexual Harassment - brochure.

Human Rights in Employment - brochure.

Human Rights Complaint Procedures - brochure.

Human Rights Discrimination Because of Handicap - brochure.

Employment Application Forms and Interviews - brochure.

Affirmation - Human Rights Commission newsletter - four issues.

Guide to the Labour Relations Act - French.

Certification by the Ontario Labour Relations Board - brochure describing certification procedures and requirements (French, Italian, Portuguese).

Ontario Manpower Commission - brochure describing services available through the commission.

Ministry of Labour Annual Report 1981/82.

Fourth Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1981/82.

Sixth Annual Report of the Government of Ontario Affirmative Action Council 1981/82.

Ontario Human Rights Commission Annual Report 1981/82 - English and French.

Employer Consulting Services (English and French) - brochure describing the services available through the Handicapped Employment Program.

The following publications were revised and updated:

Career Selectors - Health and Paramedical
- Business, Finance and Office
- Community Service and Education

Your Rights as a Worker in Ontario (English) - brochure.

Blueprint for Employers (English) - brochure.

New Skills for Women (English) - brochure.

Pregnancy Leave in Ontario (English) - brochure.

Understanding Affirmative Action (English) - glossary of terms.

Geographic Areas set by the Labour Relations Board in Construction Industry Certification Cases - map.

Employment Standards Abstract posters (English and French).

The branch also co-ordinated the reprinting of 70 other brochures and publications.

Translations

The branch arranged for translation of a variety of ministry letters, publications and documents into various languages.

Conferences, Seminars and Exhibits

The branch also assisted in arrangements for displays at the Industrial Accident Prevention Association Annual Conference and the Women On The Go exhibit.

A bilingual display to explain the ministry's role and functions to the public was prepared for use throughout the province.

Internal and Management Audit Branch

D.A. Anderson
Director

The purpose of the Internal and Management Audit Branch is to perform an independent review of ministry and agency operations (excluding Workers' Compensation Board), on behalf of the deputy minister. These reviews encompass an appraisal of financial transactions, systems and controls as well as economy and efficiency of operations and existence of an appropriate management process to enable evaluation of program effectiveness.

During the 1982/83 fiscal year, normal audit activity took place in the Industrial Health and Safety and Occupational Health branches. Additionally, a number of requests for assistance in a consultative and/or investigative capacity were undertaken and completed.

At the end of the fiscal year the branch had a complement of five.

THE FOLLOWING PROGRAMS REPORT DIRECTLY TO THE DEPUTY MINISTER OF LABOUR:

- The Quality of Working Life Centre
- The Women's Bureau*
- The Women Crown Employees Office*
- The Affirmative Action Program
- The Legal Services Branch
- The Plant Closure Review and Employment Adjustment Branch

* The Women's Bureau and the Women Crown Employees' Office became part of the new Ontario Women's Directorate, reporting to the Deputy Premier of Ontario and Minister Responsible for Women's Issues, in June 1983.

Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfillment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario, based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, five consultants, one writer/editor, an executive assistant, three support staff and a network of part-time external consultants and associates who expand the capacity of the centre as demand requires. The work of the centre is guided by an advisory committee of ten labour and management leaders from across Ontario. The Deputy Minister of Labour, Mr. T.E. Armstrong, Q.C., is chairman of the advisory committee.

1982/83 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. During this fiscal year the centre has been facilitating QWL field projects in 15 joint union-management work settings. These projects focus on involving workers in the decision-making process affecting their jobs, and examining, in this context, the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: a food processing plant, a telecommunications equipment operation, a nuclear refinery, a casting plant, a synthetic rubber manufacturing plant, a government office, a food warehouse, a maximum security mental health centre and retail food stores.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wider range of needs.

The centre held several introductory one-day seminars in conjunction with community colleges as well as a number of 2 1/2-day and in-depth events designed for union-management teams and those already involved in QWL programs.

In addition, over 30 educational events and workshops were tailor-made for field project participants over the course of the year.

In the effort to educate, increasing emphasis is being placed upon including union and management representatives who have actually participated in a QWL project in the capacity of workshop and seminar panelists and speakers. Their personal experiences have proven invaluable in explaining the QWL concept.

The centre assisted the various unions, organizations and individuals active in QWL to link up for shared learning and support. An example of this development is found in the Co-ordinators' Network, initiated and supported by the centre to provide a forum in which a group of union and management internal resource people meet regularly in order to learn from each others' experiences.

In March the centre organized a unique three-day event for institutions from across Canada and the USA who share a common professional and/or technical orientation to QWL and a similar joint union-management orientation.

Information Services

The centre operates a service that provides the public with a wide range of information on QWL - ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a quarterly news journal entitled QWL FOCUS, a series of occasional papers entitled Issues in the Quality of Working Life, and a series entitled Working Papers on QWL. The centre provides speakers to groups and organizations wanting to learn more about QWL, and has available a portable display, which introduces the quality of working life concept and the QWL Centre.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Women's Bureau

Alison Roberts
Director

The Women's Bureau was established in 1963 to improve the status of women in the labour force through research and public education. The bureau provides service to client groups through its central location in Toronto and its office in Thunder Bay, which began operation in August 1981.

The bureau's three major program areas - the Affirmative Action Consulting Service, Research and Information, and Community Outreach - are maintained by a staff of 18. These are: a director and administrative assistant, three program managers, a research assistant, two affirmative action consultants, and a third who divides her time between working with the Affirmative Action Consulting Service and providing a liaison between the bureau and the Advisory Council on Equal Opportunity for Women, two community development officers, a library technician, a publications clerk and five clerical staff.

The bureau's client groups include women's organizations, employers and employees, unions, educational institutions and community agencies. Issues demanding frequent attention (in letters and telephone calls) are pregnancy leave, affirmative action, equal pay, sexual harassment and the effects of microelectronic technology on women's employment. Statistics and information on women's issues are provided to the public and media. In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration.

The bureau attains its objective through the delivery of service by three program sections.

1982/83 Activities

Affirmative Action

The Affirmative Action section includes the Secretariat to the Advisory Council on Equal Opportunity for Women, and the Affirmative Action Consulting Service.

The Affirmative Action Consulting Service

The Affirmative Action Consulting Service encourages employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975 consultants have contacted 577 employers. As of March 31, 1983, ongoing consultative assistance was provided to 208 major employers, who are involved in the implementation of affirmative action strategies. In addition, the consulting service provides resources to organizations such as management consulting firms, and labour, professional and trade associations.

As part of a marketing strategy, the consulting service targets specific groups of employers to approach and assist. During the past year these groups have included the hospitality industry, municipalities and boards of education.

The consulting service has established two employer networks for both business and school boards to provide a forum whereby equal opportunity co-ordinators can exchange information regarding program implementation.

In order to determine the nature and extent of affirmative action activities in Ontario, a survey of 342 employers who had had previous contact with the Women's Bureau was completed. Of the 198 respondents, 100 employers reported involvement in affirmative action activities. This was an improvement over the survey of the previous year when 65 respondents reported involvement.

The consulting service also works in conjunction with the Ontario Human Rights Commission to assist employers who agree, through conciliation, to implement affirmative action programs.

During the year the consulting service produced and distributed over 30,000 affirmative action publications designed to assist employers in the development of affirmative action.

Advisory Council on Equal Opportunity for Women

The Ontario Advisory Council on Equal Opportunity for Women was appointed in 1979 to advise the Minister of Labour and the Women's Bureau on the best methods of establishing affirmative action programs for women in Ontario. Council members, representing management and labour, share concerns and experiences and encourage the implementation of affirmative action programs among a broader range of employers and unions.

The council submitted its Three-Year Report on Affirmative Action to the Minister of Labour. This report describes the council's progress to date and presents the views of members regarding affirmative action in the private sector. The council discussed the Three-Year Report on Affirmative Action with senior representatives of major public and private sector employer associations and with senior officials in the government.

Research and Information

The Research and Information section identifies, researches and develops material on the factors that determine the status of women in the work force in Ontario and other jurisdictions. Issues addressed this year include: pregnancy leave, part-time work, sexual harassment and termination of employment.

Specific activities of this section involve statistical documentation of women's labour force activity. Figures on female labour force participation rates, unemployment rates and the number of women workers are compiled monthly. Other factors such as occupational distribution and union participation are also monitored and the results published regularly in the fact sheet series entitled Women in the Labour Force. Statistical data are provided on request to a variety of groups and individuals, including the media, other government departments, educators and union officials.

Staff research and prepare extensive background notes and papers both for public use and in the development of ministry policy with relevance to women and employment. Material is also prepared for submission by Ontario to Canadian documents that form a part of international discussion, e.g. the Organization for Economic Co-operation and Development (OECD) task force on the economic status of women.

A major function of this section is the development, co-ordination and distribution of the bureau's printed and audio-visual materials.

The section responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a film lending service to meet the expressed need for audio-visual material on women's issues.

Community Outreach

The Community Outreach Program provides assistance in the formation and development of community and government programs that prepare women to enter the work force or improve their current status in the workplace. The program has a focus on women with special needs, such as native, immigrant and low-income women. The consulting service includes advice on non-sexist career counselling, labour legislation, and the development of employment and training programs for women.

Projects this year have included:

- assistance in the development of West End Machining, a project located in Toronto, designed to train women in machining skills and which operates not only as a training centre, but as a business enterprise.
- continued assistance to special preparation programs such as Introduction to Non-traditional Occupations (INTO) and Women Into Trades and Technology (WITT), which are offered at most colleges in Ontario. Staff chaired a committee of representatives from the provincial and federal governments and the community colleges to advise on curriculum and suggest new initiatives.
- preparation for a conference for visible minority women, scheduled for September 1983, to be co-sponsored by the Race Relations Division of the Ontario Human Rights Commission and the Women's Bureau.
- development of a 'New Skills' workshop for career counsellors on ways to counsel women for entry into non-traditional occupations.
- placement of 13 Experience '82 students in community organizations across the province.
- workshops on Careers for Women, the Images of Women in Advertising, and the Effects of Microelectronic Technology, held in North-western Ontario and sponsored by the Women's Bureau in Thunder Bay.
- provision of a consulting service to vocational counselling services and community colleges to accelerate the entry of women into non-traditional occupations.

Public Education

Publications

The Women's Bureau continually develops and updates a number of publications, which are distributed free of charge upon request. To better serve the needs of immigrant women, several of these publications are available in languages other than English and French. A total of 385,033 publications were distributed in 1982/83. New publications were:

- New Skills for Women (French)
- Microelectronics Technology and Employment: A workshop for women.

The following publications were revised:

- Pregnancy Leave in Ontario
- Ontario Labour Legislation of Interest to Working Women
- Career Selector: Business and Finance
- Career Selector: Health and Paramedical
- Career Selector: Community Service and Education
- Your Rights as a Worker - English
- Blueprint for Employers

Speeches

The bureau's officers and director undertook 92 speaking engagements throughout the province on topics such as labour legislation, sexual harassment, affirmative action, skill training and the effects of microtechnology on women's employment.

Audio-Visual Productions

Slide-Tapes for school boards and students:

- Affirmative Action
- It's Up to You
- Consider Computers

The Northern office initiated and facilitated the development of a weekly cable TV series for women. The series addressed topics such as: workplace re-entry, non-traditional jobs, labour legislation and sex-role stereotyping.

Women Crown Employees Office

Barbara J. Speakman
Director

The Women Crown Employees Office (WCEO) was established in April 1974 to implement the recommendations of the 1973 Green Paper 'Equal Opportunity for Women in Ontario: A Plan For Action', related to improving the status of women employed in the provincial government.

The long-term purpose of the Ontario government's internal Affirmative Action Program is to achieve equal opportunity for women Crown employees by raising their level and diversifying their occupational distribution. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this purpose and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or who are employees of Crown agencies such as the Workers' Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

1982/83 Activities

Experience '82

As part of the Ontario Youth Secretariat's Experience '82 Program, the WCEO offered a summer employment program, which placed five students in various ministries to work on a range of affirmative action projects.

Monitoring and Evaluation

The office analysed ministry affirmative action plans and reported their results achieved to the cabinet and Management Board Secretariat. The office also conducted a status review of issues relating to personnel policies, practices and priorities integral to the program.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and Crown agencies for the development and evaluation of their affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program managers: Management by Results (MBR) Technical Assistance Package and Planning Tools; A Guide to Affirmative Action Hire/Promotion Targetting.

It also conducted two workshops for Affirmative Action Program managers on the preparation of affirmative action plans using the Management by Results (MBR) process and arranged workshops on the government's classification and staffing systems. The office provided ongoing support to, and participated in, Affirmative Action Council task forces.

Semi-annually, the WCEO distributes a data package to all ministries concerning salary and occupational distribution comparisons of men and women.

A Resource Centre of information relating to the issues for the delivery of the Ontario Public Service Affirmative Action Program is maintained by the WCEO and is available to Ontario government employees working on affirmative action projects.

Women Crown Employees Office staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's 'Program Executive' Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry affirmative action conferences and representatives' meetings.

Details of the activities of the Women Crown Employees Office and results of the Affirmative Action Program will be found in the 1982/83 Annual Report on the Status of Women Crown Employees.

Affirmative Action Program

Sheila Dann*

Acting Program Manager

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Women Crown Employees' Office.

The manager provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

1982/83 Activities

The program manager assisted branch directors to fulfil their branch affirmative action commitments. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She made presentations to the branch managers and to some regional offices on the progress of the program. She conducted career counselling interviews and maintained an inventory of all female employees in order to monitor hirings and promotions.

Eight two-day workshops, 'Preparing to Meet the Office of the Future', were presented to give women hands-on experience with micro-computers, an overview of their application in the office and future career paths that may be created by the new technology.

Six two-day workshops 'Career Development in a Time of Constraint' were presented to managerial women in the ministry.

Various one-hour workshops, e.g. 'Resumé Writing' and 'Make Your Meetings More Productive', were presented to all employees in 'Lunch and Learn' noon-hour seminars.

Legal Services Branch

Paul Hess, QC

Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;

* Sheila Dann was appointed Acting Program Manager on September 20, 1982 replacing Beth Kendall, who accepted a position with Management Planning Branch, Ministry of Labour.

- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General and support staff consisting of four secretaries. All personnel are located in Toronto.

1982/83 Activities

Members of Legal Services Branch appeared as counsel for the ministry in approximately 140 applications for review of orders to pay made or hearings under the Employment Standards Act.

During the fiscal year, members of the branch appeared in 185 cases involving prosecutions under the Occupational Health and Safety Act and 14 trials involving prosecutions under the Employment Standards Act.

Plant Closure Review and Employment Adjustment Branch

Robert D. Joyce
Special Advisor to the Minister

Harry N. Shardlow *
Director

Robert D. Joyce was appointed as the Special Advisor to the minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures. The branch also includes the function of the Employment Adjustment Service.

1982/83 Activities

Activities of the plant closure review initiative are:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions, as required;
- to obtain information about the closures, and advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits and recommend the services of the ministry's mediation services, as required;

* Harry N. Shardlow was appointed acting director in June 1982 upon the conclusion of Rex G. Porter's secondment from the Ministry of Transportation and Communications, and was appointed director on September 1, 1983.

- to co-ordinate the involvement of the Ministries of Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario government programs are focused effectively on the needs of those affected by the closure.

A program involving both group and individual employee counselling sessions is now available in large closures (involving 50 or more employees). The program is funded by the Ministry of Labour, delivered by local community colleges and co-ordinated through the Ministry of Colleges and Universities.

Ongoing activities of the Employment Adjustment Service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an ad hoc basis.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements, which support manpower adjustment committees in layoff situations (see following Table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has four full-time staff and uses the services of specialists in labour relations, as required, on a contract basis.

Statistics on Terminations	1981/82	1982/83
Termination Cases Involving 25 or More Employees		
Cases: Full Closures	93	110
Partial Closures	23	19
Reduced Operations	132	201
Totals	248	330
Employees: Full Closures	7,655	10,705
Partial Closures	1,908	1,240
Reduced Operations	16,731	33,624
Totals	26,294	45,569
Manpower Adjustment Committees		
Committees Established	79	55
Employees Terminated in Cases Where Committees Were Established	8,708	5,734
Financial Commitment	\$86,850	\$60,955
Counselling Program		
Programs Established	5	23
Employees Counsellled	577	1,081

ONTARIO LABOUR RELATIONS BOARD

G.W. Adams, Q.C.
Chairman

D.K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- appoints officers to mediate complaints of contraventions of the Act, conducts hearings into complaints that are not settled, and grants remedial orders where it finds that the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- conducts arbitration hearings arising from grievances under construction industry collective agreements;
- terminates bargaining rights, and
- provides opinions to the Minister of Labour relating to his authority to appoint conciliation officers or arbitrators.

Composition

The board is composed of a chairman, 14 vice-chairmen (one, the alternate chairman), 17 employer representatives and 17 employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more divisions, provided a quorum is present in each division. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the matter in dispute arose.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions issued during the report month and an index of summaries on the subject matter of these decisions. The second section lists all of the cases disposed of by the board during the previous month by type of case and method of disposition and describes the bargaining units determined in certification cases.

* The Act refers to the Labour Relations Act throughout text.

** The board regards sine die cases as disposed of, although they are kept on docket for one year.

Caseload

In fiscal year 1982/83 the board received a total of 2,762 applications and complaints, an increase of only 16 cases over the intake of 2,749 cases in 1981/82. Applications for certification of trade unions as bargaining agents, one of the three major categories of the board caseload, decreased by 30 per cent from last year's filings. However, the other two major categories - complaints of contravention of the Act and referrals of grievances under construction industry collective agreements - increased by 13 per cent and 51 per cent, respectively.

In addition to the cases received, 427 were carried over from the previous year, making a total caseload of 3,189 in 1982/83. Of the total, 2,445, or 77 per cent, were disposed of during the year; proceedings in 332 were adjourned sine die** (without a fixed date for further action) at the request of the parties, and 412 were pending in various stages of processing at March 31, 1983.

The total number of cases processed during the year produced an average workload of 266 cases for the board's full-time chairman and vice-chairmen, and the total dispositions represented an average output of 204 cases.

Labour Relations Officer Activity

In 1982/83, the board's labour relations officers were assigned a total of 1,680 cases to help the parties settle differences between them without the necessity of formal litigation before the board. The assignments comprised 53 per cent of the board's total caseload, and included 276 certification applications, 39 cases concerning the status of individuals as employees under the Act, 695 complaints of contraventions of the Act, 645 grievances under construction industry collective agreements and 25 complaints under the Occupational Health and Safety Act.

The labour relations officers completed activity in 1,384 of the assignments, obtaining settlements in 1,213, or 88 per cent. They referred 173 cases to the board for decisions, proceedings were adjourned sine die in 93 cases, and settlement efforts were continuing in the remaining 203 cases at March 31, 1983.

Labour relations officers were also successful in having hearings waived by the parties in 155, or 70 per cent, of 214 certification applications assigned for this purpose.

Representation Votes

In 1982/83 the board's returning officers conducted and counted the results of 200 representation votes held among employees in one or more bargaining units in cases that were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1983. Of the total votes, 149 involved certification applications, and 51 were held in applications for termination of existing bargaining rights.

Forty-seven of the certification votes involved a single union on the ballot and 79 involved two unions. Of the two-union votes, 78 entailed attempts to replace incumbent bargaining agents and one involved two unions seeking to represent the same employees in collective bargaining for the first time.

A total of 11,473 employees were eligible to vote in the 200 elections held, of whom 9,153, or 80 per cent, cast ballots. Of those who participated, 4,304 voted in favour of union representation and 4,849 against. Fifty-six per cent of the employees who participated in the two-union certification elections voted for union representation, compared with 44 per cent who voted for union representation in the single-union elections.

Hearings

The board held a total of 1,414 hearings and continuation of hearings in 1,078, or 34 per cent of the 3,189 cases processed during the fiscal year, an increase of 144 sittings over the number held in 1981/82. Forty of the hearings were conducted by vice-chairmen sitting alone, compared with 103 in 1981/82.

Details of the activities of the board and its staff will be found in the board's 1982/83 annual report.

ONTARIO HUMAN RIGHTS COMMISSION

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Human Rights Code, 1981, which provides the right to equal treatment without discrimination with respect to services, goods and facilities, accommodation, employment, contracts, membership in vocational associations and trade unions on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only) and record of offences (in employment only). In addition, every person has a right to freedom from harassment because of any of the prohibited grounds, including race and sex, in accommodation and employment. The Code also provides a remedy for unwelcome sexual solicitations or advances made by a person in authority, and for threats of reprisal because an advance has been refused.

Every person has a right to institute and participate in proceedings under the Code and to refuse to infringe a right of another person under the Code, without reprisal or threat of reprisal for doing so.

The commission is composed of a chairman, vice-chairman, and nine members who are appointed by the Lieutenant-Governor in Council. Three of the members constitute a Race Relations Division of the commission, and one of them is designated as Commissioner for Race Relations. They meet regularly to review settlement proposals, review requests for special employment programs under the Human Rights Code and to formulate policies on all issues with an impact on human rights in the province. A quorum of three commissioners meets weekly as a panel to review and approve the settlements of all cases before they may be closed.

When a settlement proposal is not in accordance with commission policy of rectification and remedy, the panel recommends that the commission refers the case to staff for further conciliation. Where a case reveals evidence of a discriminatory practice or pattern that suggests a need for policy or procedural changes, the panel makes recommendations for follow-up action.

The panel also reviews requests for exemptions from the provisions of the Code.

Those cases that cannot be settled in conciliation are referred to the full slate of commissioners. After evaluating the evidence, they decide whether to request the Minister of Labour to appoint a board of inquiry. If the commissioners decide that a board of inquiry is not appropriate in the circumstances, they will advise the parties in writing of the reasons for the decision. The complainant may ask for a reconsideration of this decision.

A board of inquiry is a decision-making body, which operates like a court. The person who presides over the board is appointed by the Minister of Labour. He or she is not a member or employee of the Ontario Human Rights Commission. The board hears testimony given under oath and makes a finding based on the evidence as to whether or not the Code has been contravened. If the board finds that there has been no contravention, the case is dismissed. When a case has been dismissed, the board may order the commission to pay the respondent's costs in certain circumstances. If the board finds that there has been a contravention of the Code, a board order may be

issued to ensure compliance with the Code, both for the complainant's case and for future practices. The board can also order compensation for loss to the complainant, and where the contravention has been engaged in wilfully or recklessly, may award up to \$10,000 to the complainant for mental anguish.

The decision of the board must be given within 30 days of the conclusion of the hearing.

The decision or order of the board may be appealed to the Divisional Court of the Supreme Court of Ontario.

In the last fiscal year, 22 such boards were appointed and 21 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social and health institutions.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code.

The functions of the Race Relations Division, as related to race, ancestry, place of origin, ethnic origin or creed, are set out in the Code as follows:

- to enquire into incidents of and conditions leading or tending to lead to tension or conflict based upon identification by a prohibited ground of discrimination and take appropriate action to eliminate the source of tension or conflict,
- to initiate investigations into problems based upon identification by a prohibited ground of discrimination that may arise in a community, and encourage and co-ordinate plans, programs and activities to reduce or prevent such problems, and
- to promote, assist and encourage public, municipal or private agencies, organizations, groups or persons to engage in programs to alleviate tensions and conflicts based upon identification by a prohibited ground of discrimination.

Public Education activities are developed and conducted to forward the policy that the dignity and worth of every person be recognized, and that equal rights and opportunities be provided without discrimination that is contrary to the Code.

Research activities are designed, undertaken and encouraged in order to eliminate discriminatory practices that infringe rights under the Code.

During the year, 831 formal complaints were registered with the Conciliation and Compliance Division and 762 cases were resolved; 567 informal complaints were handled and 40,163 referrals and inquiries were dealt with.

The Race Relations Division carried out 203 mediations and projects and 514 consultations during the year.

Thirty-two public educational projects and 1,130 activities were carried out under the Public Education Program.

The commission has 15 district offices, located in Hamilton, Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines, Mississauga, Scarborough and Toronto.

The commission is composed of 74 professional and 27 support staff.

Details of the activities of the Office of the Chairman and the staff will be found in the commission's 1982/83 report.

ADVISORY COUNCIL ON OCCUPATIONAL HEALTH AND OCCUPATIONAL SAFETY

Dr. J.P. Mustard
Chairman

Dr. Alan Wolfson*
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members - a chairman, a vice-chairman, six members representing management, six, representing labour and six, representing the public.

Under section 10 of the Occupational Health and Safety Act the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety that may be brought to its attention or be referred to it.

During the year the advisory council submitted seven advisory memoranda to the minister with a total of 15 recommendations. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Vinyl Chloride and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Vinyl Chloride Exposure in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Coke Oven Emissions and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Exposure to Coke Oven Emissions in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop an Interim Standard for Asbestos and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Asbestos Exposure in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Noise and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Noise Exposure in the Workplace.
- Principles and Procedures for the Interpretation of Epidemiological Studies.
- Interim Recommendations on the Electromagnetic Spectrum and the Potential Reproductive Hazards of Visual Display Units.
- Concerning the Legal Interpretation of the Occupational Health and Safety Act.

Details of the advisory memoranda and recommendations along with the minister's replies will be found in the advisory council's Fifth Annual Report, Volume 1.

*Resigned July 31, 1982 to take up the position of Chairman of the Ontario Manpower Commission. Dr. Carolyn Tuohy was appointed vice-chairman on June 24, 1983.

Following the receipt of the Report of the Special Advisory Committee on Carcinogens, council, in June 1982, widely distributed its Discussion Paper on the Control of Workplace Carcinogens. Thirty-three written briefs were received. In addition, five of the organizations submitting a brief indicated a desire to make a verbal presentation to council. Accordingly, council, in January 1983, held a public meeting at which these representatives of management and labour had an opportunity to present to council their views and opinions on council's discussion document. Although the discussion and comments were directed towards a narrow topic, many peripheral issues of critical concern to the whole area of occupational health and safety were brought to the fore. Council expects to present its advice to the minister on this topic later in 1983.

The Discussion Paper on the Control of Workplace Carcinogens together with copies of the written briefs received will be found in the advisory council's Fifth Annual Report, Volume 2.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, three research officers, a committee officer and two secretarial staff.

ONTARIO MANPOWER COMMISSION

Dr. Alan D. Wolfson
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to oversee all manpower programs of the Ontario government and to make policy and operational decisions subject to the concurrence of the cabinet. The commission consists of a full-time chairman/commissioner, nine part-time commissioners and 29 full-time employees.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and the composition of the work force. Areas within the commission's mandate include those relating to training, job creation, labour market information and human resources planning. In conjunction with individual ministries the commission develops evaluation methods to monitor the effectiveness of program delivery. It also monitors the effectiveness of regional manpower programs.

The commission undertakes specific studies of selected occupational areas and industrial sectors. It is also responsible for the general direction of five youth programs administered by other ministries. In addition, the commission is responsible for co-ordinating the development of specific employment strategies for women, the disabled and native peoples.

The commission played an important role in a number of major initiatives during the 1982/83 fiscal year. The commission participated in the negotiation of a three-year (1982-85) federal/provincial training agreement under the terms of the new National Training Act. The new legislation, in conjunction with the agreement, increases the funding for job-related skills training and encourages institutional and industrial training that is more closely oriented to the needs of the labour market, particularly the high technology growth industries.

Also, during this fiscal year, a successful new pilot program was introduced to reduce winter unemployment among the disadvantaged youth. The program, called Winter Experience, is directed at providing jobs for young people with special employment problems, such as high school drop-outs, the economically and socially disadvantaged and those in regions of high youth unemployment.

The commission also acts on behalf of Ontario in the administration of the Canada Ontario Employment Development (COED) Program, a federal-provincial job creation program. Provincial funding of \$100 million is provided by the Board of Industrial Leadership and Development (BILD), while federal funding of \$100 million is provided through Canada Employment and Immigration. The COED Program funds labour-intensive projects sponsored by municipalities, community groups, non-profit organizations and businesses across Ontario that conform to Ontario's strategy of using short-term job creation funding for the long-term economic benefit of the province. The COED Program is expected to create an estimated 26,000 jobs during its operating period (January 1983 to June 1984).

Several publications have been produced by the commission, including:

- Manpower Requirements in the High Technology Electronics Industry in Ontario: 1981-1985.
- The Impact of Microchip Technology on EDP Manpower Demand.
- Employment and the Physically Handicapped in Ontario.

WORKERS' COMPENSATION BOARD

Lincoln M. Alexander, QC
Chairman

The Workers' Compensation Board of Ontario, which operates out of 14 offices province-wide, including a Toronto head office, provides the province with three fundamental services: First, adjudicating claims for work-related injuries and occupational diseases and compensating workers for the resulting time lost from work and for permanent disability; second, furnishing injured workers with comprehensive medical and vocational rehabilitation services to help them return to a healthy life and gainful employment; and third, paying for these services through the collection of funds from the province's employers.

In 1982, new claims across the province totalled 349,747. Of total claims, 42.5 per cent (148,713) were accepted as lost-time claims (involving time off work and compensation payments). Another 52.6 per cent (183,990) of claims were accepted as no lost-time claims (for accidents that necessitated medical treatment, but no time off work beyond the day of the accident). Allowed fatality claims in 1982 totalled 203.

During the year, the board awarded total benefits (exclusive of legislative increases) amounting to \$768,828,000. The vast majority of the funds for the board's programs and services come from annual assessments on the province's employers -- in 1982, numbering approximately 160,000. In 1982, the board collected a total of \$696,604,000 in assessments and penalties.

Board rehabilitation staff throughout Ontario were instrumental in rehabilitating 3,482 injured workers in 1982. Of these, 2,705 were returned to work and an additional 777, who will not be returning to employment, were assisted in achieving financial self-sufficiency. Staff were aided in their job search activities by a public awareness campaign -- intended to encourage employers to contact the board with job opportunities for rehabilitated workers -- conducted under a new slogan, 'Back A Comeback'.

An important feature of the board's medical rehabilitation services is its 522-bed Hospital and Rehabilitation Centre in Downsview. The centre provides comprehensive therapy programs to injured workers on an in-patient and out-patient basis. The number of patients admitted to the centre has risen steadily in recent years (an increase of 23.7 per cent from 1978 to 1982), with 11,690 admissions in 1982. Of the 6,059 patients who completed a full program, 4,651 were fit to return to work, a success rate of 76.7 per cent in these complicated cases.

On December 21, 1982, a legislative amendment to the Workers' Compensation Act increased benefit levels to injured workers, surviving spouses and dependants, effective July 1, 1982. Among other things, benefits for permanent disability and for temporary total disability were increased. Processing of the adjustments in the 100,000 claims affected began immediately.

Further details of the board's activities in 1982 can be found in its 1982 Annual Report, which covers the fiscal year ending December 31, 1982.

POOR

QUALITY

ORIGINAL